

# ILLINOIS



# LEADS

## REFERENCE MANUAL VOLUME

# 2

Issued To:

Serial No:

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Aliases

(ALIAS) RED

Add-On Records

(ADD) RED

Criminal Histories (CHRI) YEL

Persons — Wanted (WPERS) RED  
Missing (MPERS) RED  
Unident. (UPERS) RED

Appendices

(APPX) GRN

Orders of Protect (ORDER) RED





# Illinois LEADS Reference Manual

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VOLUME 2

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WANTED PERSONS (9A)

## I. INTRODUCTION

### A. WHAT IS THE WANTED PERSONS FILE?

The Wanted Persons File is made up of computerized records containing personal descriptors and identifiers for persons being sought by the law enforcement community. Illinois agencies may enter records into LEADS only or LEADS and NCIC.

### B. PURPOSE OF THE WANTED PERSONS FILE

The purpose of this file is to provide all law enforcement agencies with a means of sharing and communicating data which may lead to the apprehension and identification of persons being sought by law enforcement agencies. Each record serves as an abstract of and index to an open case file at the originating authority's headquarters.

### C. WHAT'S IN THE WANTED PERSONS FILE?

#### 1. Criteria for Entry in Wanted Persons File -- Records are entered in the Wanted Persons File for the following persons:

- a. An individual (including a juvenile) for whom a felony or misdemeanor warrant is outstanding. Although all states have the capability of entering special "Juvenile Offender Records" in NCIC, LEADS does not differentiate between adult and juvenile records. Therefore, LEADS does not participate in this program.

"Civil capias" writs and warrants relating to civil cases may be entered as long as they are directed to all peace officers within Illinois and there are provisions for bonding.

- b. Probation and parole violators meeting the criteria in a. above.
- c. An individual for whom you wish to enter a Temporary Wanted Person record. This entry may be needed when a law enforcement agency needs to take proper action to apprehend a person who has committed, or the officer has reasonable grounds to believe has committed, a felony (or misdemeanor). This prevents an individual from escaping to another jurisdictional boundary while a warrant is pending.

A Temporary Want record must be specifically identified as such. A warrant for the arrest of the individual must be obtained as soon as possible. Then the Temporary Want record must be voided and a Permanent Wanted Person record must be entered. A Temporary Wanted Person record will be automatically removed from file following the day of entry plus two days.

- d. A prisoner on work release or furlough may be entered by the Department of Corrections only.

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WANTED PERSONS (9A)

## I.C.1. Criteria for Entry in Wanted Persons File (Continued)

- e. An individual for whom a Canadian Warrant is outstanding or an individual judged to be a fugitive from a foreign country. See III.F.4.c. Foreign Fugitive File.
- f. An individual for whom a John or Jane Doe Warrant for homicide has been issued.

2. Extradition -- Before entering a Wanted Person record into the LEADS/NCIC Files, the entering agency must attempt to determine, as much as possible, that extradition will be authorized if the individual is located. Extradition means the surrender of an alleged criminal by one authority to another authority having jurisdiction to try the charge. For NCIC purposes with regard to a Wanted Person record, extradition is the surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other. A Wanted Person record must not be entered into NCIC unless the originating authority expects to extradite the subject if apprehended in another state. If there is a court-issued limitation on how far an agency will travel to obtain a Wanted Person, it should be indicated at the time the record is entered. Illinois geographic limitations may not be expressed in mileage (IRS, Ch 38, Section 107-9 effective 01-01-90). See the examples below:

EXTR ADJACENT STATES ONLY  
EXTR IA,MO  
(Out-of-State) (MIS Field)

COURT-ISSUED TRANS ADJACENT COUNTIES  
COURT-ISSUED TRANS COOK COUNTY ONLY  
(Within Illinois) (GEO Field)

- a. **LEADS Court-Issued Geographic Limitations** -- Effective January 1, 1990, the Illinois Revised Statutes (IRS) (Ch 38, Section 107-9) were amended to allow the specification of geographic limitations on a warrant. This provision basically means that the courts (not an agency or officer) may limit the validity of the warrant to a specific area. If the warrant indicates a geographic limitation of Cook, DuPage, Will, and Kane counties (limits may not be expressed in mileage terms), the warrant would only be valid in those counties. A warrant that does not carry geographic limitations is valid throughout the State of Illinois. The IRS, Chapter 38, section 109-2, states that a person arrested in a county other than the county that issued the warrant shall be taken before a judge in the county of arrest. If that person waives this right, the arresting agency shall surrender the person to the law enforcement agency issuing the warrant. This means that if a warrant entered into LEADS bears no geographic limits, the entering agency must be prepared to go anywhere in the State of Illinois to honor the warrant. **Do not enter wanted persons into LEADS without court-issued geographic limitations unless you are prepared to go anywhere in the state to get the wanted person.** If your agency cannot go state-wide to pick up a wanted person, and your warrants are being issued without geographic limits, it is suggested the agency head meet with the State's Attorney and Chief Judge to address getting geographic limits placed on the face of the warrant.



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WANTED PERSONS (9A)

## I.C.2. Extradition (Continued)

b. NCIC Extradition Limits -- NCIC requires an agency attempt to determine, as much as possible, that extradition will be authorized. Extradition means the surrender of an alleged criminal by one authority to another authority having jurisdiction to try the charge. **A Wanted Person record should not be entered into NCIC unless the entering agency expects to extradite the subject if arrested in another state.** Limitations may be indicated in the MIS field (not expressed in mileage) of an NCIC entry. If the court has issued Illinois geographic limitations, the record should not be entered into NCIC; the Illinois court-issued limits restrict the validity of the warrant to the specified areas.

3. Supplemental Data -- LEADS provides for the entry of alias names and dates of birth; see Chapter 11, Aliases. NCIC allows for the entry of supplemental record data, i.e., alias social security numbers, additional driver's license numbers, additional scars, marks, and tattoos, etc. See Section XIII at the end of Wanted Persons (9A).

## D. WHAT SHOULD N-O-T BE IN THE WANTED PERSONS FILE?

Individuals who do not meet the minimum requirements for entry should not be found in the file.

## E. RETENTION PERIOD FOR LEADS WANTED PERSON RECORDS

1. A Wanted Person record for whom a warrant is active remains in the file indefinitely or five days after the record has been located, provided there is extradition. Located records that contain "NOEX" will remain on file until a second locate, or until they are cancelled by the entering agency.
2. A Temporary (Felony or Misdemeanor) Wanted Person record remains in the file during the day of entry plus two days.





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WANTED PERSONS (9A)

## II. HOW TO INQUIRE INTO/SEARCH THE WANTED PERSONS FILE

### A. ON-LINE INQUIRY

To search the LEADS and NCIC Wanted Persons Files, you must have certain information (required identifiers) about the individual in question or an associated vehicle. To maximize your chances of finding the correct record, use as many identifiers in your inquiry as you have available.

1. Wanted Persons File Inquiry Message Keys Table -- The Table shown on pages WPERS-5 and -6 shows you all the possible inquiry message key combinations, what they mean to the computer, and what results you can expect. Refer to the Table for the necessary inquiry identifier(s) and message keys. Also, when using free-form inquiry, remember to list the identifiers in the order shown.
2. LEADS Soundexing -- Soundexing is a method used to translate names into a coded form. When names have been coded, sound-alike names will usually have the same coded form, therefore allowing a match when these coded forms are compared.

A number of different soundex routines are available. Some applications require types that match closer than others. LEADS, SOS, and NCIC all use different types of routines. See SOS Soundex Inquiry below.

If a LEADS inquiry is made using name, sex, and a numeric identifier, the name is immediately soundex coded by the computer. The coded name and sex are then used to search the Person Index File. If no matches are found, a NO RECORD message is sent. If a match is found by soundex name and sex, the person's master record is retrieved and the numeric identifier used in the inquiry is compared with the same one in the record. If those two numbers match, it is considered a hit. Also, if more than one numeric is used in the inquiry, but only one matches in the record, this is also considered a hit. A hit may also occur based on a Social Security Number, VIN, or License Number, regardless of whether the soundexed name and sex match, because these three numerics each have a separate index.

3. SOS Soundex Inquiry -- Using the message key "LZX2" along with a last name, you can obtain an individual's driver's license and license plate numbers through SOS Soundex Inquiry. This applies only to drivers and vehicles registered through the Illinois Secretary of State; the inquiry does not search LEADS nor NCIC Files. For more information, see Chapter 8, DRIVER RECORDS/PHOTO ID.
4. Inquiring on DLN and SOC -- To ensure maximum results from an inquiry, a telecommunicator should request the DLN from the inquiring officer as an additional descriptor, if it is not given. Also, telecommunicators should develop the practice of inquiring on a DLN that appears to be an SOC (always nine numerics) using the message field codes DLN and SOC. When an SOC is given and the DLN is unknown, the SOC should be inquired on using the message field codes SOC and DLN.

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## WANTED PERSONS FILE INQUIRY MESSAGE KEYS TABLE

SUFFIX	MESSAGE KEY		EXAMPLE
	FORMAT	FREE-FORM	
None	Z	LZW.	LZW.NAM/ADAMS,KENT R.SEX/M.DOB/111447.
None	Z	LZW.	LZW.NAM/ADAMS,KENT R.SEX/M.FBI/940097T1. LZW.NAM/ADAMS,KENT R.SEX/M.MNU/OA-IR684541. LZW.NAM/ADAMS,KENT R.SEX/M.SOC/334400311. LZW.NAM/ADAMS,KENT R.SEX/M.DLN/A62052839148. LZW.NAM/ADAMS,KENT R.SEX/M.SID/2016313. LZW.NAM/ADAMS,KENT R.SEX/M.VIN/F10BUV42141. LZW.NAM/ADAMS,KENT R.SEX/M.LIC/CH4248.
None	Z	LZW.	LZW.NAM/ADAMS,KENT R.SEX/M.RAC/W.
None	Z	LZW.	LZW.LDS/W9212345.
2	Z2	LZW2.	LZW2.NAM/ADAMS,KENT R.SEX/M.DOB/111447. LZW2.NAM/ADAMS,KENT R.SEX/M.DOB/111439.DLN/A62052839148. LZW2.NAM/BROWN,ROY.SEX/M.DLN/B510438391473434.DLS/MO. LZW2.NAM/ADAMS,KENT R.SEX/M.DOB/111447.DLS/AE.
2	Z2	LZW2.	LZW2.NAM/ADAMS,KENT R.SEX/M.RAC/W.
S	ZS	LZWS.	LZWS.NAM/ADAMS,KENT R.SEX/M. LZWS.NAM/ADAMS,KENT R.SEX/M.RAC/W.
3	Z3	LZW3.	LZW3.LDS/W9212345.
5	Z5	LZW5.	LZW5.DLN/A62052839148.
None	None	NZN.	NZN.NIC/W455521233.
None	None	LZW9.	LZW9.DAY/0121.

**NOTE:** The same message keys and identifiers that search the NCIC Wanted Persons File also search NCIC's Juvenile Offender records and the Foreign Fugitive and U.S. Secret Service Protective Files.



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WANTED PERSONS (9A)

## MEANING TO THE COMPUTER

Search LEADS and NCIC Wanted and Missing Persons Files. The soundexed name, SEX, and DOB must match.

Search LEADS and NCIC Wanted and Missing Persons Files. Although NAM and SEX must be included along with the numeric identifier, many times the inquiry will return a record when only the numeric field matches. This is always true with NCIC and sometimes true with LEADS. Also, using two or more numeric identifiers along with NAM and SEX increases the chances of hitting records. When you use an SOC, VIN, or LIC in your inquiry, the hit may be based solely on one of these numerics, regardless of whether NAM and SEX match. (If you use a SID Number in your inquiry, only the LEADS File is searched, not NCIC.)

Search LEADS only. May produce multiple-record responses. Soundexed name and SEX must match, but RAC does not have to match exactly. (See Field Code Description for Race.)

Search LEADS only Wanted Persons File. Produces the one record that matches the LEADS Number (LDS).

Search LEADS and NCIC Wanted and Missing Persons Files and SOS or out-of-state driver's license file if DLS is other than IL. If an NLETS Region Code is used, then the driver's license files of all states within that region will be searched.

Search LEADS and NCIC Wanted and Missing Persons Files and SOS Driver File. Responses from NCIC and SOS will be negative because of the missing numeric identifier. If more than 3 records exist, the response from LEADS will tell you how many total records exist with the same NAM and SEX and how many exist with the same NAM, SEX, and RAC. In order to retrieve the records, you must repeat the inquiry with the "ZS" Message Key. If 3 or fewer records exist, you will receive all record responses.

Search LEADS only Wanted and Missing Persons Files. Return all hits, regardless of how many hits there are. (This key should only be used when NAM and SEX or NAM, SEX, and RAC are the only available identifiers.)

Search LEADS Wanted Person File only. Response is "NO REC" or "REC ON FILE".

Search the SOS Driver File by DLN. Then, with the DLN and the driver's name, sex, and date of birth returned from SOS, search the LEADS and NCIC Wanted and Missing Persons Files. (Only an Illinois DLN may be used with the "5" suffix. The DLS Field is optional, but must contain "IL" if used.)

Search NCIC only Wanted Persons File. Produces the one record that matches the NCIC Number (NIC).

Search for all active LEADS Wanted Person records entered on January 21 of the current year. Will provide a summary of these records followed by a count of actual records entered into the file on the day requested plus a total of the records that are still active. (Will search no more than 30 days prior to current date.)

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## II. HOW TO INQUIRE INTO/SEARCH THE WANTED PERSONS FILE (Continued)

### B. ADDITIONAL INFORMATION

The preceding material on inquiries applies to inquiries run with the benefit of a CRT screen format. The following methods apply only to free-form messages run on a CRT, teletype, or other unformatted device.

1. Field Code Labels Required -- All fields except the message key must begin with the appropriate 3-character Field Code and a slash (/) followed by the identifier and ended with a period.

#### Examples:

Name Field:	NAM/ADAMS,JOHN Q.
Sex Field:	SEX/M.
Social Security Field:	SOC/334400311.

2. Field Sequence Restricted -- The message key, name, and sex must always be in that sequence. If race is included, it must follow sex. Numeric identifiers may be in any sequence as long as they follow sex and race (if used).
3. Aliases Run As Separate Inquiries -- No one identifier (such as NAM) may appear more than once in a single inquiry message. A separate inquiry must be run for each alias. For example, when inquiring on a subject who is believed to use three different DOB's, you must run three separate inquiry messages, one for each of the DOB's. The same rule applies if you want to check more than one MNU for the same subject.
4. Multiple Lines Allowed -- A free-form inquiry may extend to more than one line on the CRT screen as long as each line ending occurs immediately following a period (.) that ends an identifier field.

#### Multiple Line Inquiry Example

LZW. NAM/ADAMS,JOHN Q.SEX/M.DOB/111447.  
SOC/334400311.MNU/PP-121175.  
FBI/44240H.

### 5. Valid Free-Form Inquiry Examples

- a. LZW2.NAM/ADAMS,JOHN Q.SEX/M.RAC/W.DOB/111447.
- b. LZW.NAM/ADAMS,JOHN Q.SEX/M.SOC/334400311.
- c. LZW2.NAM/ADAMS,JOHN Q.SEX/M.DOB/111447.DLN/A22235747283.
- d. LZW.NAM/ADAMS,JOHN Q.SEX/M.MNU/PP-121175.
- e. LZWS.NAM/ADAMS,JOHN Q.SEX/M.
- f. LZW5.DLN/A22235747283.



## II. HOW TO INQUIRE INTO/SEARCH THE WANTED PERSONS FILE (Continued)

### C. OFF-LINE WANTED PERSONS FILE SEARCHES

An off-line search should not be requested until your agency has attempted on-line inquiries, including the CHF Summary Inquiry, to search for active records.

On-line inquiries are only possible when you have certain specific and complete identifiers as described in the previous sections. Other information you may have such as physical descriptors (height, weight, etc.) or type of offense cannot be used in an on-line search. Furthermore, on-line inquiries only search the file of currently active records.

Off-line searching is available in those cases when you believe useful information may reside in the Hot Files, but you cannot meet the requirements for an on-line inquiry or your inquiry produces no record. For example, you have strong suspicions a particular subject may be wanted for arson. The subject has no identification and is believed to be using an alias name and DOB. In this case, an off-line search could be run on the offense code for arson along with physical descriptors and sex.

Any information about a person which corresponds to any of the data fields in a LEADS record can be used for an off-line search. The more you know about the person in question, the fewer "hits" you will have to investigate. However, information which cannot be found in a coded field within the LEADS record is much more difficult to obtain. Data that may appear in the Miscellaneous Field, such as brands or colors of clothing, etc., can be found in a search of the field, but it is a long, difficult process and should only be used when all else fails.

1. Requesting An Off-Line Search -- To request an off-line search of the LEADS Wanted Persons Hot File, send a directed/administrative message to terminal KQC and include the following:
  - a. "REQUEST FOR WANTED PERSONS FILE OFF-LINE SEARCH"
  - b. Details about the person in question.
  - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
  - d. Name and phone number of the investigating officer.
2. Results in 24-48 Hours -- Terminal KQC is only monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## II.C. OFF-LINE WANTED PERSONS FILE SEARCHES (Continued)

3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS Staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.
4. NCIC Records Included -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states may be included in the off-line search if specially requested by the agency.



## III. RESPONSE INTERPRETATION

### A. KIND OF RESPONSES

Every inquiry is acknowledged by some kind of response message from the LEADS computer. Depending on the combination of message key and identifier(s) used in the inquiry, there are five basic kinds of response messages that can result:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (Matching record(s) found in LEADS and/or NCIC.)
- Driver Record and Vehicle Registration from Illinois SOS or another state's files. (See Chapters 7 and 8.)
- System Status (Indication that a file is temporarily not available or that a response may be delayed.)

For examples and interpretation of positive responses, see the paragraphs which follow. No-record responses, rejects and system status messages are similar to those for any other Hot File. Details on driver record and vehicle registration responses are contained in Chapters 8 and 7 respectively.

### B. HIT PROCEDURE

When the identifiers in your inquiry match data in a Hot Files record, the matching record is returned to your terminal. When this occurs, certain procedures must be taken immediately. Refer to Hit Procedures, Chapter 4.

### C. GEOGRAPHIC CAVEAT

A wanted person record entered into LEADS that indicates court-issued limits in the CIL and GEO fields will generate a caveat when the record is inquired upon. The caveat gives the inquiring agency the geographic limits entered with the record and advises that the warrant may not be executed outside the specified limits. Below is a sample caveat.

```
*** WARNING - THIS WARRANT SHALL NOT BE EXECUTED AT ANY LOCATION ***
***                OUTSIDE THE COURT ISSUED GEOGRAPHIC LIMITS SPECIFIED -- ***
***                THE COURT ISSUED GEOGRAPHIC LIMITS ON THIS WARRANT ARE: ***
*** GEO/COURT-ISSUED COOK, DUPAGE, WILL, KANE COUNTIES ***
```

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III. RESPONSE INTERPRETATION (Continued)

### D. LEADS AND NCIC RECORD "LABELS"

The last item in the second line of all LEADS positive responses is a "label" which identifies the kind of record hit by your inquiry. NCIC's equivalent to the LEADS message label is found in the third line of a positive response, which translates the message key (MKE) used to enter the record in NCIC. The following table explains the meaning of each label that might appear in a Wanted Person record.

LEADS - NCIC WANTED PERSON FILE RECORD LABEL COMPARISON TABLE

MKE THAT CAUSES LABEL	LEADS RECORD LABELS	NCIC MKE TRANSLATIONS
LEW	WANTED	WANTED PERSON
LEW-A	WANTED ARMED-DANGEROUS (SEE MIS)	WANTED PERSON - CAUTION (1)
LEW-S	WANTED SUICIDAL TENDENCY	WANTED PERSON - CAUTION (1)
LEW-Y	WANTED ARMED-DANGEROUS SUICIDAL	WANTED PERSON - CAUTION (1)
LEW1	WANTED	
LEW1A	WANTED ARMED-DANGEROUS (SEE MIS)	
LEW1S	WANTED SUICIDAL TENDENCY	
LEW1Y	WANTED ARMED-DANGEROUS SUICIDAL	
LET	TEMPORARY (2)	WANTED PERSON - TEMPORARY FELONY (2)
LET-A	TEMP ARMED-DANGEROUS (SEE MIS)	WANTED PERSON - TEMPORARY FELONY/CAUTION
LET-S	TEMP SUICIDAL TENDENCY	WANTED PERSON - TEMPORARY FELONY/CAUTION
LET-Y	TEMP ARMED-DANGEROUS SUICIDAL	WANTED PERSON - TEMPORARY FELONY/CAUTION
LET1	TEMPORARY	
LET1A	TEMP ARMED-DANGEROUS (SEE MIS)	
LET1S	TEMP SUICIDAL TENDENCY	
LET1Y	TEMP ARMED-DANGEROUS SUICIDAL	
LMW	LOC WANTED	(5)
LMT	LOC TEMP	(5)
(3) (4)	TEMP SUICIDAL TENDENCY	
(6)	TEMP AUTHORIZED CORRECTIONAL FURLOUGH	

- (1) In NCIC records entered by Illinois terminals through LEADS, the appropriate warning - e.g. "ARMED-DANGEROUS" - is inserted into the first portion of the MIS Field of NCIC's response message.
- (2) The ORA does not yet have a warrant, but expects a warrant on a felony or misdemeanor (LEADS only) charge to be issued for the subject of the record.
- (3) A record inquired on that was entered with one of the caution indicators: A (ARMED-DANGEROUS), Y (ARMED-DANGEROUS SUICIDAL), or S (SUICIDAL TENDENCY) will, after it has been located, return this information as part of the record label.
- (4) The locate message keys LLW and LLT do not appear in this chart because they are used to locate records in NCIC only, not LEADS.
- (5) Located NCIC records show no change in MKE translation, but are marked by the addition of a new line containing locate information.
- (6) Entered by Department of Corrections only.

NOTE: The hyphen in "ARMED-DANGEROUS" means AND/OR.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III. RESPONSE INTERPRETATION (Continued)

### E. TYPICAL LEADS HIT MESSAGES

1. LEADS Wanted Person Record -- The following example shows where most fields will be located in a hit message if the data was entered in the record.

```
1)  *** WARNING - THIS WARRANT SHALL NOT BE EXECUTED AT ANY LOCATION      ***
1a) ***                               OUTSIDE THE COURT ISSUED GEOGRAPHIC LIMITS SPECIFIED -- ***
1b) ***                               THE COURT ISSUED GEOGRAPHIC LIMITS ON THIS WARRANT ARE: ***
1c) *** GEO/COURT-ISSUED COOK, DUPAGE, WILL, KANE COUNTIES                  ***
    ***

2)  M/4-133
3)  CHF  121391  1358
4)  ZAMK LDS/W9126817 WANTED
5)  OFF/2699 FRAUD DOW/090491
6)  NAM/DOUGLAS,RICHARD SCOTT  SEX/M RAC/W POB/WI
7)  DOB/100553 AGE/38 HGT/600 WGT/190 HAI/BRO EYE/GRN SKN/DRK
8)  FBI/77822OW2 FPC/111678P017141217PIPI SOC/308588290
9)  DLS/IL DLN/D44255753284 DLY/95 SMT/SC R HND
10) MIS/OFF/DECEPTIVE PRACTICE SMT/SKULL AND CROSS BONES
10a) OTX/708-866-5000
10b)
11) VCO/BLK VYR/83 VMA/OLDS VMO/DLT VST/4D
12) VIN/1G3AY69Y0DX3106
13) LIM/04 LIY/92 LIS/IL LIT/PC LIC/DNT19
14) ENT/AGE OPR/AV TME/0856 DTE/090891
15) CONFIRM WITH ORA
```

#### Explanation of Wanted Person Hit

Lines 1 - 1b caveat to indicate the warrant is not valid outside the specified court-issued geographic limits.

Line 1c provides the geographic limits entered with the record as issued by the court.

Line 2 an optional field used with inquiry; used mostly by agencies to record the inquiring car or badge number during busy periods.

Line 3 "CHF" identifies the record came from LEADS Computerized Hot Files. "121391 1358" is the date and time LEADS found the record.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.E.1. Explanation of Wanted Person Record (Continued)

- Line 4 "ZAMK" is a combination of the inquiring message key (Z) and the CDC of the inquiring agency (AMK). LDS/W9126817 is the LEADS record index number assigned at the time of entry. "WANTED" is the record label that indicates this is an active record from the Wanted Persons File (see WPERS-11 for information about record labels).
- Line 5 OFF/2699 is the offense code used for entry followed immediately by the computer translation "FRAUD". "DOW" is the date the warrant was issued by the court.
- Line 6 provides the wanted person's name, sex, race, and place of birth.
- Line 7 provides the date of birth, current age, height, weight, hair and eye colors, and skin tone.
- Line 8 lists the subject's FBI number (FBI), fingerprint classification (FPC), and social security number (SOC).
- Line 9 additional identifiers; driver's license state (DLS), number (DLN), year of expiration (DLY), and any scars, marks or tattoos (SMT).
- Lines 10a - b is the Miscellaneous field (MIS) and is used to add additional information and clarification not provided for in the other fields. This example clarifies the offense, describes the SMT, and provides a 24-hour telephone number for the entering agency.
- Line 11 provides vehicle description information for a vehicle the subject is associated with.
- Line 12 gives the VIN of the associated vehicle.
- Line 13 provides the license data for the associated vehicle.
- Line 14 contains administrative data: ENT = entering terminal CDC, OPR = initials of the entering operator, TME = time of entry, DTE = date of entry. If this record had been entered into NCIC, the NIC number would conclude this line. Because this record contains court-issued geographic limits, it cannot be entered into NCIC.
- Line 15 a reminder to contact the entering agency to confirm that this is still an active record.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.E. TYPICAL LEADS HIT MESSAGES (Continued)

2. LEADS Temporary Wanted Person Record with a Locate -- Under certain circumstances, a law enforcement agency may enter this kind of temporary record prior to obtaining a warrant. "Temporary Want" records are purged by LEADS and NCIC following the day of entry plus two days.

M) M/92-333  
1) CHF 012392 1514  
  
2) ZAUk LDS/W9212345 LOC TEMPORARY KCR  
3) OFF/4901 ESCAPE (SEE MIS) DOW/012192  
4) NAM/JONES,JAMES D SEX/M RAC/W POB/NY  
5) DOB/111447 AGE/44 HGT/600 WGT/180 HAI/BRN EYE/BLU SKN/FAR  
6)  
7) SMT/GLASSES  
8a) MIS/LOCATED 1420 012292 ACR--INCARCERATED FOR MAIL FRAUD,  
8b) FAILED TO RETURN FROM FURLOUGH 012192  
8c)  
8d)  
9)  
10)  
11)  
12) OCA/ROC44992  
13) ORA/US PENN MARION IL  
14) ENT/XXX OPR/AV TME/0933 DTE/012292 NIC/W888547213  
15) CONFIRM WITH ORA

### Explanation of "Temporary Want" Record

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 correspond to those in Example 1. This record has been located by terminal KCR as indicated by the message label at the end of Line 2. Additional locate information appears in the first portion of the MIS Field.

Line 3 indicates the offense code (OFF), the translation for it, and indicates more information is available in the Miscellaneous Field. A "date of warrant" (DOW) appears even though no warrant had been obtained at the time of entry. The given date is usually the date the offense was committed.

Lines 4-8 provide a description of the subject and information pertinent to the case. Line 8a shows the time and date that the subject was located and the locating terminal (KCR). This information has been inserted by the LEADS computer into the first portion of the MIS Field.

Lines 9-11 are reserved for vehicle data and are blank here because the subject is not known to be using a vehicle.

Lines 12-15 correspond to the first example.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.E. TYPICAL LEADS HIT MESSAGES (Continued)

3. John or Jane Doe Wanted Person Record -- In this example, the descriptor fields contain data about the victim since the real subject is unknown, but may possess and be using the victim's identification. An actual warrant for John or Jane Doe with a homicide charge (no other offense) must be obtained prior to entry.

- M) M/92-222
- 1) CHF 022692 1322
- 2) ZAUk LDS/W9211585 WANTED ARMED-DANGEROUS
- 3) OFF/0911 HOMICIDE-WILLFUL KILL-GUN DOW/022592
- 4) NAM/DOE,JOHN SEX/M RAC/W
- 5) DOB/022244 AGE/48 HGT/506 WGT/145 HAI/BRO EYE/BRO
- 6) SOC/222334444
- 7) DLS/IL DLN/B65083944053 DLY/95
- 8a) MIS/PISTOL 44 CAL OTX/217-875-2444, JOHN DOE WARRANT, UNKN SUBJ MAY BE
- 8b) USING VICTIMS ID
- 8c)
- 9)
- 10)
- 11)
- 12) OCA/543
- 13) ORA/PD DECATUR IL
- 14) ENT/AND OPR/AV TME/1319 DTE/022692 NIC/W359185678
- 15) CONFIRM WITH ORA
- 16)
- 17) ALIAS LDS/W9211592 AKA/BROWN,THOMAS E

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.E.3. John or Jane Doe Wanted Person Record (Continued)

### Explanation of John/Jane Doe Wanted Person With Alias Name Record

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 correspond to those in Example 1.

Line 3 indicates the offense code (OFF), the translation for it, and the date the warrant was issued (DOW).

Line 4 indicates that the wanted person is unknown or a "John Doe".

Lines 5, 6, and 7 (as well as part of Line 4) contain descriptive data about the victim since the wanted person may be using the victim's identification.

Lines 8 and 9 comprise the Miscellaneous Field which may vary in length and number of lines. This example indicates the subject possesses a weapon, shows the entering agency's phone number, describes the warrant, and warns that the subject may be using the victim's identification.

Lines 9, 10, and 11 would contain vehicle data if available.

Line 12 shows the Originating Authority's Case Number (OCA).

Line 13 is the Field Code and abbreviation for Originating Authority. This is the name of the department or agency which holds the original case file that forms the basis for a LEADS or NCIC File record.

Line 14 contains administrative data, including the entering terminal (ENT) and operator (OPR), the time and date the record was entered into LEADS, and the unique index number for the copy of this record that resides in the NCIC Persons File.

Line 15 is a reminder to confirm that the record is still active by contacting the ORA named in Line 13.

Line 17 is the Alias Record which has been attached to the base record and serves the purpose of indicating the victim's name, which may appear on the identification.

## III. RESPONSE INTERPRETATION (Continued)

### F. TYPICAL NCIC HIT MESSAGES

1. General Characteristics -- Records returned from the NCIC Wanted Person File usually consist of two blocks. The first line of the first block contains a four-position number and the words "NCIC RESPONSE". The second line of this block shows the ORI of the inquiring terminal.

Example: 1LØ1 NCIC RESPONSE  
          ILØ8496T4

(If an M/ Field had been used in the inquiry, this block would be made up of three lines with M/ Field data making up the first line.)

The second and last block of the record is the record itself. (The data fields will not appear in the same positions as they appear in the LEADS copy of the same record.)

2. Missing Data Fields -- If no data was entered in a specific field of an NCIC record, that field (including the Field Code) will be missing entirely from the hit message. No empty space appears for a missing field within a line. Unlike LEADS responses, a particular data field doesn't always appear on the same line, and no blank lines are found in an NCIC response.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.F. TYPICAL NCIC HIT MESSAGES (Continued)

3. Hits on Different Names -- It is not unusual to receive NCIC records showing names different from the name inquired upon. This is because NCIC searches the Persons File by a "Soundex-type code" of the subject's surname, and whatever numeric identifier (DOB, FBI, etc.) was supplied in the inquiry. Since similar sounding names are coded alike, and birth-dates are not unique identifiers, any record on file with the same DOB and the same, or a similar sounding, last name will be returned as a possible hit. An NCIC inquiry by NAM, DOB and a "unique" numeric identifier, such as a driver's license number or an FBI number, may hit a record with a different name and/or birth-date, or with matching supplemental data (alias name, DOB, etc.). It is, therefore, very important to carefully examine NCIC hit messages, evaluate all information in the record, and confirm with the ORA to determine the validity of a hit message. (Please refer to page HIT-12 in the Hit Procedures Chapter, Volume 1, for specific name comparison information.)

## 4. NCIC Wanted Person Records

### a. NCIC Wanted Person Hit with Vehicle Description

- M) M/1831
- 1) 1L01 NCIC RESPONSE
- 2) IL0480100
- 3) MKE/WANTED PERSON
- 4) ORI/IL01680L1 NAM/DUNNE RICHARD SCOTT SEX/M RAC/W POB/WI DOB/102553
- 5) HGT/602 WGT/200 EYE/GRN HAI/BRO SKN/MED
- 6) SOC/111220311 OLN/D78554653281 OLS/IL OLY/95 OFF/FRAUD DOW/121491
- 7) OCA/W9205064
- 8) MIS/DECEPTIVE PRACTICE, SPEECH IMPEDIMENT-STUTTERS,
- 9) OTX/708/422-8292
- 10) ORI IS OAK LAWN PD IL
- 11) LIC/ XZ544 LIS/IL LIY/92 LIT/PC
- 12) VYR/93 VMA/OLDS VMO/DLT VST/4D VCO/BLK
- 13) NIC/W356526353
- 14) IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.F.4.a. NCIC Wanted Person Hit with Vehicle Description (Continued)

### Explanation of NCIC Wanted Person Hit

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 are the NCIC standard heading. Line 2 shows the ORI of the inquiring terminal.

Line 3 translates the message key used to enter the record into NCIC.

Lines 4 and 5 contain the ORI of the terminal which entered the record, along with a description of the subject including name (NAM), sex (SEX), race (RAC), place of birth (POB), date of birth (DOB), height (HGT), weight (WGT), eye color (EYE), hair color (HAI), and skin tone (SKN).

Line 6 shows the subject's Social Security Number (SOC), the operator's/driver's license data (OLN, OLS, and OLY), the offense (OFF), and the date that the warrant was issued (DOW).

Line 7 gives the originating authority's case number, which in an NCIC record, is the LEADS Record Number.

Lines 8 and 9 contain miscellaneous (MIS) information. Because the offense code ends with "99", an explanation is required in the MIS Field. This field also contains information about the subject that will not fit in any other field as well as the telephone number of the entering agency.

Line 10 translates the ORI number from Line 4.

Lines 11 and 12 contain registration data and a description of the vehicle that is associated with the subject of the record.

Line 13 contains the NCIC Index Number for this record.

Line 14 concludes the response.



# Illinois LEADS Reference Manual

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## III.F.4. NCIC Wanted Person Records (Continued)

b. NCIC Temporary Wanted Record with Locate -- This example shows how a Temporary Wanted Person record in NCIC would appear upon inquiry after it has been located. The subject in this record will be EXTRADITED or transported by the ORA. This record will be purged by LEADS and NCIC following the day of entry plus two days.

- 1) 1L01 NCIC RESPONSE
- 2) IL08496T4
- 3) MKE/LOCATED WANTED PERSON - TEMPORARY FELONY
- 4) ORI/IL0166900 NAM/RICHARDSON, ROGER G SEX/M RAC/W POB/IL DOB/111447
- 5) HGT/600 WGT/200 EYE/BRO HAI/BRO SKN/FAR
- 6) OFF/ESCAPE SEE MIS DOW/012092 OCA/W9205775
- 7) MIS/ORIGINAL OFFENSE/CHILD ABDUCTION, OTX/708-396-3170
- 8) ORI IS MERRIONETTE PARK PD IL
- 9) LOCATED/012392 IL08495A1 EXTR
- 10) NIC/W389151063
- 11) IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

### Explanation of NCIC Temporary Wanted Hit

Lines 1 and 2 are the NCIC standard heading. Line 2 shows the ORI of the inquiring terminal.

Line 3 shows that this record has been LOCATED and translates the message key used to enter this record into NCIC.

Lines 4 and 5 contain the ORI of the agency which entered the record, along with a description of the subject including name (NAM), sex (SEX), race (RAC), place of birth (POB), date of birth (DOB), height (HGT), weight (WGT), eye color (EYE), hair color (HAI), and skin tone (SKN).

Line 6 indicates the offense (OFF), which is further explained in the MIS Field, shows the date of escape (DOW), and provides the originating authority's case number (OCA).

Line 7 contains miscellaneous (MIS) information. Because the offense code entered in this record was "4901", meaning "Escape", the original offense committed by the violator must be identified in the MIS Field. This field also contains the telephone number of the entering agency.

Line 8 translates the ORI in Line 4.

Line 9 indicates that the subject has been LOCATED, the date of location, the ORI of the locating agency, and the indicator (EXTR) that means the ORA plans to extradite the subject. If the ORA did not plan to pick up the subject, the indicator would read "NOEX" for no extradition.

Line 10 contains this record's NCIC Index Number.

Line 11 provides an important reminder and concludes the response.

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WANTED PERSONS (9A)

## III.F.4. NCIC Wanted Person Records (Continued)

- c. Foreign Fugitive File -- A wanted person (or missing person) inquiry will also check the records of fugitives wanted around the world (including Canada) by searching the Foreign Fugitive File (FFF).

Responsibility for entering and updating records for fugitives wanted by Canada rests with the Royal Canadian Mounted Police (RCMP) Headquarters in Ottawa. The additional foreign fugitive records are placed in NCIC by the International Criminal Police Organization (INTERPOL) office in the United States. This office, run by the U.S. Department of Justice and known as the United States National Central Bureau (USNCB), is located in Washington, D.C.

The USNCB receives "Red Notices" from countries that are members of INTERPOL identifying fugitives wanted in these countries. When a Red Notice meets NCIC entry criteria, an FFF record is established.

Arrest warrants issued by authorities in foreign countries cannot be executed by law enforcement officers in the United States. However, a Federal arrest warrant may be issued for the apprehension of a foreign fugitive who is found in the United States, providing a treaty or convention for extradition exists between the United States and the wanting foreign country.

When an agency transmits an inquiry, the data in the FFF will be searched in addition to the NCIC Wanted Person, Missing Person, and U.S. Secret Service Protective Files. Upon receipt of a Foreign Fugitive record, the receiving agency is advised that it cannot arrest the subject based upon the FFF record. If the response is a Canadian Fugitive record, it will instruct the agency to contact RCMP to confirm the hit and initiate the process of obtaining a U.S. extradition warrant. If the fugitive record is for any other country, a caveat will instruct the agency to contact INTERPOL. Once notified, the USNCB/INTERPOL will confirm with the wanting country that the foreign arrest warrant is still outstanding, determine whether the foreign country will proceed with extradition, and notify the appropriate U.S. Department of Justice officials to apply for a U.S. arrest warrant.



# Illinois LEADS Reference Manual

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## III.F.4.c. Foreign Fugitive File (Continued)

### Foreign Fugitive (Canadian) Response Example

1L01 NCIC RESPONSE  
IL08496T4

WARNING - DO NOT ARREST BASED ON THIS INFORMATION

MKE/WANTED IN CANADA  
ORI/ON1000000 NAM/BUD,JOHN Q SEX/M RAC/W POB/ON DOB/010361 HGT/510  
WGT/155 EYE/BRO HAI/BRO SKN/FAR  
SMT/TAT RF ARM FPC/11121314151617181920 SOC/777010000  
OFF/ROBBERY - BUSINESS-GUN DOW/100191 OCA/1234  
MIS/  
ORI IS RCMP CANADIAN POLICE SERVICE INFO CENTER OTTAWA ON  
NIC/W458368997  
REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS  
INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA, CANADA  
TEL NO (613) 998-6200.  
IF THE SUBJECT IS NOT U S CITIZEN, CONTACT NEAREST OFFICE  
OF U S IMMIGRATION AND NATURALIZATION SERVICE.

### Foreign Fugitive (INTERPOL) Response Example

1L01 NCIC RESPONSE  
IL08496T4

WARNING - DO NOT ARREST BASED ON THIS FOREIGN FUGITIVE RECORD.

MKE/FUGITIVE FROM FOREIGN COUNTRY  
ORI/DCINTER00 NAM/BUD,JOHN Q SEX/M RAC/W POB/SO DOB/010261 HGT/511  
WGT/160 EYE/BRO HAI/BLK SKN/DRK  
SMT/TAT LF ARM SOC/777010000 OFF/SMUGGLE CONTRABAND DOW/060191  
OCA/1234 NCIC  
MIS/  
ORI IS INTERPOL U.S. DOJ WASHINGTON DC  
NIC/W445364756  
REPEAT - DO NOT ARREST BASED UPON NCIC RECORD WITH NIC/W445364756.  
FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL,  
U.S. DOJ, NLETS ORI/DCINTER00, OR TEL NO. (202) 272-8383.  
ALSO, IF THE SUBJECT IS NOT A U.S. CITIZEN, CONTACT THE  
NEAREST OFFICE OF THE U.S. IMMIGRATION AND NATURALIZATION SERVICE.

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WANTED PERSONS (9A)

## III.F.4. NCIC Wanted Person Records (Continued)

- d. Canadian Police Information Center (CPIC) -- Although you can still obtain Canadian originated hits from the Foreign Fugitive File, you may also inquire directly into CPIC. CPIC is Canada's version of our NCIC; it is their national system. For more details about accessing CPIC, refer to Volume 1, HELP, Communicating with Canada.
- e. U.S. Secret Service Protective File -- The U.S. Secret Service Protective File, which became operational in April, 1983, was designed as an aid for the U.S. Secret Service (USSS) in protecting the President and other protectees by 1) providing the whereabouts of those individuals who may pose a threat to a protectee, and 2) advising the USSS of the individual's criminal activity which may be related to one of the protectees.

Only the USSS has the authority to enter records into this file (18 USC 3056 and Public Law 90-331 as amended). If you happen to inquire, enter, or modify a record that contains a searchable identifier(s) that matches an identifier(s) stored in a USSS record, you will receive the USSS record in the response. These records are identifiable by the first line following the header and the ORI. The line reads WARNING-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION. (This line is similar to the one found in Canadian Warrant File records which reads WARNING-DO NOT ARREST BASED ON THIS INFORMATION.)

If there is a USSS Protective File record on file as well as a Wanted/Missing Person and/or Canadian Warrant File record(s), the response will return the USSS Protective File record last.

### Example Response:

1001 NCIC RESPONSE  
IL08496T4  
WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION  
  
MKE/POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE  
ORI/DCSS802Q1 NAM/RECORD, TEST SEX/M RAC/W POB/US DOB/010161 HGT/510  
WGT/180 EYE/BRO HAI/BRO SKN/FAR  
SMT/SC LF ARM  
OFF/SUBJECT IS A THREAT TO A U.S. SECRET SERVICE PROTECTEE OCA/TEST  
MIS/THIS IS A US SECRET SERVICE PROTECTIVE FILE TEST RECORD  
\$\$\$TEST\$\$\$---TEST---/////TEST RECORD ONLY/////

ORI IS US SECRET SERVICE INTELLIGENCE DIV WASHINGTON DC  
NIC/W307770846  
/REPEAT---DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION/  
CALL COLLECT U.S. SECRET SERVICE HEADQUARTERS, TEL. NO. (202) 535-5731,  
WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR  
CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.  
/DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES/



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.F.4.e. U.S. Secret Service Protection File (Continued)

### Procedures for Handling a Hit

- 1) No arrest or detention should be made based on this record entry.
  - 2) The U.S. Secret Service headquarters will initiate the process of any further investigation involving the person in question.
  - 3) If a positive response includes vehicle or license plate data in the USSS record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.
- f. Juvenile Offender Record -- This kind of message may be generated when any Wanted Person inquiry searches the NCIC File and "hits" a record on a juvenile offender. (Although all states have the capability of entering special "Juvenile Offender Records" in NCIC, LEADS does not differentiate between adult and juvenile records. Therefore, LEADS does not participate in this program.) There are two categories of these records. Category 1 is for juvenile escapees and probation and parole absconders; the Offense Field must contain a code of 8100 (Escape from custody), 8101 (Abscond while on parole), or 8102 (Abscond while on probation). Category 2 is for those juveniles who have been charged with the commission of an act of delinquency; the Offense Field may contain any code other than those shown for Category 1.

No "arrest warrant" is issued for juvenile offenders; therefore the DOW Field has been changed to DOV (Date of Violation). Illinois agencies may locate Juvenile Offender Records with the same message key used to locate NCIC Wanted Person records.

Because the determination of age jurisdiction varies in each state, special attention must be given to a record when the juvenile reaches the age of emancipation. Some states determine the age as the time the offense was committed. Other states determine age as of the time the proceeding is instituted. For this reason, FBI NCIC will not purge juvenile offender records based on the age of emancipation. Instead, FBI NCIC will notify the user once the juvenile is emancipated. It is then the responsibility of the user to cancel or continue the record. Once a juvenile is emancipated, the message key translation will change and the following caveat will be added to the record.

IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN INTERSTATE COMPACT ON JUVENILES. CAUTION: THIS JUVENILE IS EMANCIPATED. PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## III.F.4.f. Juvenile Offender Record (Continued)

### Example Response:

1L01 NCIC RESPONSE  
IL0480100

MKE/WANTED-JUVENILE DELINQUENT - CHARGED/CAUTION  
ORI/MD1012600 NAM/JONES,JOHN J SEX/M RAC/W POB/TX DOB/101277  
DOE/101295 HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK  
SMT/SC R HND FPC/121011C0141159TTCI13 SOC/375145249  
OFF/HOMICIDE - WILLFUL KILL - POL OFF - GUN DOV/120191 OCA/1234  
MIS/ARMED AND DANGEROUS  
ORI IS ANY CITY PD MD  
LIC/ ABC123 LIS/MD LIY/92 LIT/PC  
VIN/ 2Y27H5L100009 VYR/75 VMA/PONT VMO/VEN VST/2D VCO/BLU  
NIC/W146203706  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN INTERSTATE COMPACT ON  
JUVENILES

- G. \*\*\* POSSIBLE HITS FROM "Z5" INQUIRY -- When an inquiry on an Illinois driver license number is run with a "5" suffix message key (LZW5 or Z5), the following processing steps are performed by the computer:

Step 1. Normal 10-27 -- The LEADS computer sends the driver's license number to SOS for a routine driver's file search. If no driver record is found, you receive a "no record" response and the processing of your inquiry is finished at this point.

Step 2. 10-29 on NAM, SEX, DOB\* -- If a driver record is produced in Step 1, inquiries are automatically generated to search both the LEADS and NCIC Persons Files by the NAM, SEX and DOB contained in the SOS driver record.

\*CAUTION: Any hits produced by Step 2 must be handled with extra caution because the hit record may not correspond to the person in possession of the driver's license. Any 10-29 hit messages resulting from Step 2 will contain an extra line which reads as follows:

\*\*\*POSSIBLE HIT - VERIFY DRIVER AND VEHICLE\*\*\*



## IV. "LOCATING" RECORDS

A. WHAT IS "LOCATING"? -- Locating is the procedure for adding a notation or "flag" to another agency's person record to indicate that your agency has the subject in custody. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA. The purpose of a locate message is to indicate that the subject has been apprehended in the event another agency hits the record prior to cancellation by the ORA.

## B. WHEN IS LOCATING REQUIRED?

Once it has been established that three specific conditions have been met, it is your agency's responsibility to immediately send a locate message. The three conditions are:

- (1) It has been confirmed with the ORA that the record you hit pertains to the person inquired upon.
- (2) Your officer has verified that the subject inquired upon is the same person described in the hit response.
- (3) Your agency has the subject in custody or the subject is being temporarily detained.

If these conditions are met for more than one record (you hit more than one record pertaining to exactly the same person), a separate locate message must be transmitted for each individual record (see Exception 5 below).

## C. EXCEPTIONS:

- (1) If the subject is beyond extradition limitations clearly stated in an NCIC hit response, do not locate the record.
- (2) If the subject is beyond court-issued geographic limitations clearly stated in a hit response, do not locate the record.
- (3) Do not locate a record that was entered by your own department. Instead, cancel it.
- (4) If your agency has recovered a vehicle described in a Wanted Persons File record, do not locate the record unless you have the subject in custody. Having only the vehicle does not justify locating the record, but you should notify the ORA that the vehicle has been found.
- (5) A single locate message for a LEADS record will be automatically sent to NCIC to locate the NCIC copy of the record.

IV. "LOCATING" RECORDS (Continued)

D. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS -- The following procedure is appropriate for any record in LEADS. If there is also a copy of the LEADS record in NCIC (entered into both LEADS and NCIC by the same Illinois ORA), the NCIC copy will automatically be located by the locate message for the LEADS record. The elements of the LEADS locate message are:

- (1) Message Key;
- (2) (LDS/) LEADS Record Index Number of record to be located;
- (3) (NAM/) Subject's full name from record to be located;
- (4) (LOC/) Locating terminal's CDC;
- (5) Four-position Extradition Code.

a. LEADS Locate Message Keys -- The message keys for locating Wanted Person records in LEADS are identical to the modify message keys for the same records.

<u>MKE</u>	<u>RECORD</u>
LMW.	Wanted Person
LMT.	Temporary Want

b. Extradition Codes -- The purpose of an extradition code is to indicate the ORA's disposition regarding a subject apprehended by another agency. NCIC defines extradition as a transaction between two states, but for LEADS purposes, extradition refers to the surrender by one law enforcement agency to another of a subject wanted outside of its own jurisdiction and within the territorial jurisdiction of the other.

Whether the record you are locating is in LEADS only or LEADS and NCIC, one of the following codes is required as the last field of your locate message.

<u>EXTRADITION</u>	
<u>CODE</u>	<u>TO BE USED WHEN</u>
EXTR	A wanted subject will be extradited or transported by ORA.
NOEX	A wanted subject will <u>not</u> be extradited or transported by ORA.

NOTE: A Wanted Person record located with "EXTR" stays on file 5 days after one locate message before it is purged. A Wanted Person record located with an Extradition Code of "NOEX" means that the record will stay on file until a second locate message is received or until cancelled by the entering terminal.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## IV.D.1. Record in LEADS (Continued)

### c. Guidelines to Remember When Locating a Wanted Person Record

	LOC/EXTR	LOC/NOEX	DON'T LOC
1. If subject can bond out:	X		
2. If ORA will transport/extradite subject:	X		
3. If ORA will not transport/extradite and there are no limits indicated in entry:		X	
4. If transport/extradition limit indicated in entry and your agency is within limits, but ORA will not transport/extradite subject:		X	
5. If transport/extradition limit is indicated and your agency isn't within limits and the Illinois ORA will not transport/extradite subject:			X
6. CHF entry should have been cancelled:	X		
7. ORA would not confirm or answer confirmation request.	X		
8. An NCIC record should not be located if the locating agency is outside the extradition limitations set forth in the record.			X

NOTE: Illinois law specifies that the court issuing a warrant is permitted to geographically limit its execution; however, those limitations shall not be expressed in mileage. If no geographic limit is placed on the warrant, that warrant may be executed anywhere in the state. For additional information regarding geographic limitations, transportation, and the content of a warrant, refer to IRS, Chapter 38, Sections 107-2, 107-9, 109-2, and 110-3 (effective January 1, 1990).

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## IV.D.1. Record in LEADS (Continued)

### d. Sample LEADS Locate -- Wanted Person

Suppose the subject of a Wanted Person record has been apprehended. Your agency has contacted the record's ORA, verified the subject's identity, and determined that transportation will not be furnished to return the subject to the ORA's jurisdiction. You would proceed to key in the following message:

(1)        (2)                    (3)                    (4) (5)  
LMW.LDS/W9112345.NAM/ADAMS,JOHN Q.LOC/KCR.NOEX.

Field (1) is the message key used to locate a record entered by LEADS. (If this record was a Temporary Want, you would use the message key "LMT".)

Field (2) is the LEADS Record Index Number of the record being located.

Field (3) is the subject's full name exactly as it appears in the record.

Field (4) is the CDC of the apprehending agency's terminal. The CDC is preceded by the field code LOC/ which means "Located by".

Field (5) is the extradition code indicating that the ORA will not transport the subject. No Field Code or slash (/) precedes the extradition code. Failure to supply this information will result in the following message: "REJ EXTRADITION FIELD ERROR".

If you correctly format the locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been located by sending the following Locate Acknowledgment Message:

(1) (2)                    (3)  
KCR MODIFY LDS/W9112345

Field (1) is the CDC of the terminal that sent the locate message.

Field (2) is indication that the record was located, even though the message says "MODIFY".

Field (3) is the LEADS Record Index Number of the record that was located.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## IV.D. HOW TO SEND A LOCATE MESSAGE (Continued)

2. Record in NCIC Only -- This procedure is followed when you have apprehended a wanted person entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency. The elements of the NCIC locate message are:

- (1) Message Key;
- (2) (NAM/) Subject's full name, exactly as given in the record;
- (3) (NIC/) NCIC Record Number or (OCA/) Originator's Case Number taken from the record being located;
- (4) Date Apprehended/Located in Month, Day, Year format (MMDDYY);
- (5) Recovering Agency's Case Number (optional -- can be up to 9 alphabetic or numeric characters with no embedded spaces or punctuation.);
- (6) Four-position Extradition Code. (See D.1.b.)

- a. NCIC Locate Message Keys -- The message keys for locating records in NCIC only are the following:

<u>MKE</u>	<u>RECORD</u>
LLW.	Wanted Person
LLT.	Temporary Want

Failure to use the correct message key will result in a reject message from NCIC.

- b. Sample NCIC Locate -- Wanted Person -- Suppose the subject of a Wanted Person record that is in the NCIC File has been apprehended. Your agency has contacted the record's ORA, verified the subject's identity, and determined that transportation will be furnished to return the subject to the ORA's jurisdiction. You would proceed to key in the following message:

(1)	(2)	(3)	(4)	(5)	(6)
LLW.	NAM/WHITE,	WALTER R.	NIC/W123456789.	022192.	WP15.EXTR.

or

(1)	(2)	(3)	(4)	(6)
LLW.	NAM/WHITE,	WALTER R.	OCA/W44BC.	022192.EXTR.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## IV.D.2.b. Sample NCIC Locate -- Wanted Person (Continued)

- Field (1) is the message key used to locate a record entered by a non-Illinois agency. (If this record was a Temporary Want, you would use the message key "LLT".)
- Field (2) is the subject's full name exactly as it appears in the record.
- Field (3) may either be the NCIC Index Number (NIC) or the Originator's Case Number (OCA) of the record being located.
- Field (4) is the date that the record was located. There is no Field Code preceding the date.
- Field (5) is the optional, locating agency's case number. If omitted, a period (.) is not required.
- Field (6) is the extradition code indicating that the ORA will transport the subject.

If you correctly format the locate message, the computer will acknowledge that the record has been located by sending the following Locate Acknowledgment Message:

1L01 NCIC RESPONSE

IL08496T4

LOCATED NAM/MORGAN, SHAWN PATRICK    NIC/W389726812



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## IV. "LOCATING" RECORDS (Continued)

### E. AUTOMATIC LOCATE NOTIFICATION

1. What Is A Locate Notification Message? -- Whenever any LEADS record is located, whether it is located by an Illinois agency or by an out-of-state agency that hit the NCIC copy, the LEADS computer automatically notifies the entering agency (ORA). This automatically generated message is called a Locate Notification Message.
2. Sample Out-Of-State Agency Locate -- If the located record was in NCIC, the Locate Notification Message is in three parts. The first two parts originate at NCIC. The first part is a "\$.L." message which provides locate information. The second part is a copy of the located record. The third part is from LEADS and is a summary of what has happened.

The example below shows the Locate Notification Message that would be received by the Illinois State Police in Springfield, Illinois if the Control Center Terminal in Madison, Wisconsin located the Illinois agency's Wanted Person record.

- Part 1
- 1) FROM NCIC
  - 2) \$.L.IL08496T4
  - 3) LOCATE NOTIFICATION AT 1553 EST 112192.
  - 4) 1L010390417403035.LW.WI013095Y.NAM/GRAY,GREGORY M.NIC/W383766586.
  - 5) 112192.123456.EXTR
  - 6) LOCATING ORI IS DOJ CIB CONTROL CENTER TERMINAL TSCC MADISON WI.
- Part 2
- 7) MKE/LOCATED WANTED PERSON - CAUTION
  - 8) ORI/IL08496T4 NAM/GRAY,GREGORY M SEX/M RAC/W POB/IL DOB/111447 HGT/600
  - 9) WGT/200 EYE/BRO HAI/BRO SKN/FAR
  - 10) OLN/G10006747924 OLS/IL OLY/89 OFF/LARC - FROM COIN MACHINE
  - 11) DOW/112191 OCA/W9172311
  - 12) MIS/ARMED DANGEROUS SHOTGUN SUBJ STOLE VEH BELOW SEE
  - 12a) NIC/V123456789
  - 13) LIC/ RAT462 LIS/IL LIY/92 LIT/PC
  - 14) VIN/ 7G87H130526 VYR/87 VMA/FORD VMO/LTD VST/2T VCO/DGR
  - 15) LOCATED/112192 WI013095Y 123456 EXTR
  - 16) NIC/W383766586
- Part 3
- 17) CHF 112191 1453
  - 18) CHF24 LDS/W9172311 LOCATED--1453 112192 BY WI013095Y

## IV.E.2. Sample Out-Of-State Agency Locate (Continued)

### Explanation of NCIC Locate Notification Message

#### Message Part 1 -- NCIC Summary of Locate Transaction

- Line 1 identifies the source of the message.
- Line 2 identifies this as a "dollar sign L" or Locate Notification Message. The number "IL08496T4" is the ORI of the entering agency.
- Line 3 explains what this message is all about and when, in Eastern Standard Time, the locate was processed by NCIC.
- Line 4 "1L01" identifies NCIC as the source of the message.
- The rest of the number, up to the first period (039...035.), can be ignored. This area is reserved for optional use by the locating agency and will often be an empty space.
  - "LW" is the message key for the NCIC locate message.
  - "WI013095Y" is the ORI of the terminal that located the record.
  - The last two fields (NAM and NIC in this case) are the identifiers from the record which were used in the locate message. NAM and OCA could have been used.
- Line 5 shows the date of the locate, the locating agency's case number, and the extradition code.
- Line 6 translates the ORI given in Line 4 and ends Part 1 of the three-part message.

#### Message Part 2 -- Complete Copy Located NCIC Person

- Lines 7-16 present the complete NCIC record as it would appear in a hit message.

#### Message Part 3 -- LEADS Summary of the Locate Transaction

- Line 17 is the standard header for all messages that originate from the LEADS Hot Files.
- Line 18 is a coded (CHF24) message that gives a summary of the locate. Note that the time is Central Standard Time as provided by the LEADS computer.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## IV.E. AUTOMATIC LOCATE NOTIFICATION (Continued)

3. Illinois Agency Locate -- If the locating terminal is an Illinois LEADS terminal, the Locate Notification Message may be one of two forms:
  - a. If the located record is in LEADS only, the notification will consist of two lines similar to lines 17 and 18 in the previous example.
  - b. If the located record is in LEADS and NCIC, Message Part 3 (previous example) will appear first, followed by Message Parts 1 and 2 from NCIC. The field on Line 4 immediately following "1LØ1" will contain the LEADS Record Index Number of the located record followed by spaces with an "&" ending the field.

## F. WHAT TO DO WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When a subject has been apprehended, his/her identity and want have been verified, the ORA's disposition determined, and the LEADS/NCIC records located, the records have served their intended purpose. Therefore, when your agency receives a Locate Notification Message on one of its records, you should immediately cancel that record.

NOTE: Wanted person records are automatically purged only after being located twice.

2. Locate Notification Without Confirmation -- On occasion, you may receive a Locate Notification Message without ever having been contacted by the locating agency regarding the status of your case. Should this happen, you should contact the locating agency to confirm that they have actually apprehended the subject described in the located record.
3. Incorrect Locate -- If a record has been located by mistake, there is no way to remove the locate. The only alternative is to void the located record and enter a new one.

## V. ENTERING WANTED PERSON RECORDS

The LEADS Regulations and Policies contained in Chapter 30 require that all law enforcement agencies with terminal access to the LEADS Hot Files immediately enter into LEADS all warrants and reports on wanted persons for whom the minimum required identifiers are available. In addition to the Regulations and Policies, agencies are obligated to the Illinois Revised Statutes (IRS) relating to geographic limitations and persons arrested in another county. Per the IRS, Chapter 38 section 107-9, the court may issue geographic limits that would restrict the validity of the warrant to the area(s) indicated. This section further states that geographic limits must not be expressed in mileage. IRS, Chapter 38, section 109-2 states that a wanted person arrested in a county other than the county that issued the warrant must be taken before a judge in the county of arrest. The arrested person may elect to waive this right, and if so, must be transferred to the agency that issued the warrant. If the warrant bears no court issued geographic limitations, and the record is entered into LEADS, the entering agency must be prepared to go anywhere in the state to get the wanted person. A warrant with no geographic limits specified by the court is valid throughout the State of Illinois.

### A. REQUIREMENTS FOR LEADS ENTRY

1. Specific Kinds of Persons -- To be entered, a person must fit into one of the categories found in the Introduction of this chapter.
2. Documentation -- A law enforcement agency must have in its possession at the time of entry the appropriate documentation to support a record entered into LEADS and/or NCIC. Furthermore, this documentation must be readily available to the entering agency as long as a record remains active in LEADS and/or NCIC.
  - a. Wanted Person -- A felony or misdemeanor warrant for the Wanted Person must be issued to the Originating Authority prior to entry of the record. The warrant must conform to the stipulations provided in the IRS, CH 38, section 107-9.
  - b. Temporary Want -- When a law enforcement agency needs to take prompt action to apprehend a person who has committed, or an officer has reasonable grounds to believe has committed a felony or misdemeanor, but circumstances preclude the immediate procurement of a warrant, a Temporary Want record may be entered. (A record on a felony may be entered into LEADS and NCIC, but a record on a misdemeanor should be entered into LEADS only.) A Temporary Want record must be supported by a proper warrant within two days of the initial entry of the Temporary record into LEADS and NCIC. The agency entering a Temporary Want record is responsible for obtaining the proper Warrant within this time limit, and then voiding the Temporary record and re-entering a Wanted Person record. A Temporary entry into LEADS and NCIC will be purged after two days.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## V.A.2. Documentation (Continued)

c. Prisoner Work Release or Furlough (LEADS Only) -- Because these types of records may be entered only by the Illinois Department of Corrections, appropriate documentation and other entry requirements will not be discussed in this manual.

3. Geographic Limits Determined -- Before entering a Wanted Person record in LEADS, it is the responsibility of the entering agency to determine whether geographic limitations have been specified by the court issuing the warrant. If the warrant provides geographic limitations, it is valid only in the specified area. If the warrant carries no geographic limitations, it is directed to all peace officers in the State of Illinois. Because of IRS CH 38, section 109-2(b), Persons Arrested in Another County, **when a record is entered into LEADS without geographic limits, the entering agency shall go anywhere in the state to retrieve the wanted person if the right to appear before a judge in the county of arrest is waived.**

4. Minimum Identifiers --

### REQUIRED FOR RECORD ENTRY

MKE	Message Key (if CIL/GEO is "Y", MKE must be EW1)
OFF	Offense Code
DOW	Date of Warrant or Date of Offense for Temporary Want
NAM	Subject's Name
SEX	Subject's Sex
RAC	Subject's Race
DOB*	Subject's Date of Birth*
HGT	Subject's Height
WGT	Subject's Weight
HAI	Subject's Hair Color
EYE	Subject's Eye Color
CIL	Court Issued Geographic Limit Indicator
GEO	Court Issued Geographic Limits
ORA	Originating Authority's Name
ENT	Entering Terminal's CDC
OPR	Entering Operator's Initials or ID Number

\* If the DOB is not known, subject's AGE and at least one numeric identifier from the following list must be entered to meet the minimum requirements:

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WANTED PERSONS (9A)

## V.A.4. Minimum Identifiers (Continued)

### ACCEPTABLE NUMERIC IDENTIFIERS

FBI	FBI Number
SOC	Social Security Number
DLN	Driver's License Number - must be accompanied by DLS and DLY
MNU	Miscellaneous Number
LIC**	License Plate Number - must be accompanied by LIS, LIT LIY, and LIM (if LIS is IL)
VIN**	Vehicle Identification Number - must be accompanied by VYR, VMA and VST

\*\* May be used if subject is known to be the driver of or passenger in a vehicle of known description and unknown whereabouts.

5. Not a Duplicate -- A single agency may not enter the same person twice; the computer will reject the second attempt. It serves no purpose for one department to have multiple records in LEADS/NCIC for the same person. However, if all of the above requirements are met, you may enter a person that has already been entered by some other department. If you have more than one warrant for the same person, code the most serious offense in the OFF Field. Mention the other warrant(s) in the MIS Field.

B. REQUIREMENTS FOR NCIC ENTRY -- Regarding documentation and minimum identifiers, the requirements for entering Wanted Persons into NCIC are almost identical to those established for LEADS entry (NCIC does not allow for furloughed prisoners). Because of this similarity, LEADS has been programmed to automatically perform the necessary slight modifications to certain newly-entered LEADS records before forwarding a copy to the NCIC files.

1. Wanted Person -- A Wanted Person record may be entered into NCIC only when the entering agency has determined that extradition will be authorized. Furthermore, if the entering agency later learns that the subject will definitely not be extradited, that subject's record must be voided and re-entered into LEADS only.
2. Temporary Want -- A Temporary Want record may be entered into NCIC to establish a "want" entry when a law enforcement agency needs to take prompt action to apprehend a person who has committed, or the officer has reasonable ground to believe has committed, a felony (not a misdemeanor). Otherwise, the individual might seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.



# Illinois LEADS Reference Manual

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## V. ENTERING WANTED PERSON RECORDS (Continued)

### C. ADDITIONAL CONSIDERATIONS FOR LEADS/NCIC RECORD ENTRY

1. Vehicle Information -- When a wanted person is thought to be driving or riding in a vehicle of unknown whereabouts, and the vehicle's description is known, that information should be included in the person's record. If the vehicle is known to be stolen or involved in a felony and there is sufficient descriptive data available, a separate vehicle record should be entered. Note: In the event that the subject is apprehended but the vehicle is not recovered, the Wanted Person record should be cancelled. Do not attempt to modify the Wanted Person record to eliminate the person description.
2. Alias Names -- If the subject is known to use aliases, all associated aliases in which the last name differs from that in the NAM Field of the subject's main record should be added to the record by means of an Alias Name Message, described in Chapter 11. Alias names should not be entered into the Miscellaneous Field of the main record because that field is not searchable.
3. Nicknames -- A subject's nicknames are not considered to be aliases, and should only be entered in the Miscellaneous Field of a record.
4. Multiple Charges -- When a subject is wanted on multiple charges, enter the more serious offense in the OFF Field, and list additional charges in the MIS Field. Do not attempt multiple record entries on the same person, no matter how many separate offenses he/she is charged with.
5. Reason for Caution -- When any reason for caution exists, do both of the following:
  - (a) Use the appropriate caution indicator suffix to the message key.
  - (b) Give pertinent details in the first positions of the Permanent MIS Field.
6. John or Jane Doe Warrant -- When entering a record for an unknown murderer wanted on this type of warrant, key "John" or "Jane Doe" into the NAM Field, and enter the homicide victim's descriptive data, including physical description, DOB, SOC, DLN, etc. In the Miscellaneous Field, indicate that the unknown subject may be using the victim's identification. Then, enter the victim's name as an alias (see Chapter 11). Although John or Jane Doe warrants may be issued for offenses other than homicide, only those warrants for homicide may be entered as records.

## V.C. ADDITIONAL CONSIDERATIONS FOR LEADS/NCIC RECORD ENTRY (Continued)

7. FBI Rap Sheet -- If the subject of the record you are entering into LEADS and NCIC has an FBI Number and you enter that number in the FBI Field, you can automatically order an FBI rap sheet on that subject by entering the code 'SIR' ("Send Identification Record") as the last item in the Permanent Miscellaneous Field of your entry. A space must precede the 'SIR' code if other information is in the MIS Field. This code will trigger a special message to the NCIC Record Section, where a rap sheet will be prepared manually and mailed to your agency.

## D. GENERAL ENTRY PROCEDURES

At this point it is assumed that you have been given a warrant or some other document from which to enter a record into the Wanted Persons File. The seven steps below must be performed to complete the entry properly.

1. Review Requirements for Entry -- Review the requirements in units V.A and B to be sure the wanted person you have been asked to enter meets all of the requirements for entry.
2. Study Sample Enter -- Turn to the sample in Section VI for the kind of person you are about to enter. This will help you plan your entry and determine if you have the minimum identifiers.
3. Obtain Necessary Codes -- In Sections VI and VII are all of the codes you will need. It is suggested that you look them up and write them on the document you will be keying from.
4. Choose Free-Form or Format -- The sequence of fields for free-form entry is given in paragraph V.E which follows. If you have a CRT terminal, you may enter in free-form at the top of the screen or you may use the Wanted Person Enter Format. Obtain the format by keying LFR.FEW.
5. Key The Data -- Key the data in, double check your work, and then transmit the message to the computer.
6. Check Enter Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal (see paragraph V.F which follows). You should compare the data in this message with the document you entered the record from to be sure that no errors have been made. Any errors should immediately be corrected by modification (see Section VIII).
7. Second Party Quality Check -- NCIC requires all CHF entries be checked by a person other than the one making the entry. It is recommended the second party initial the enter acknowledgment.
8. Retain Acknowledgment Message -- LEADS Regulations as found in Chapter 30 require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File. (See page REGS-20 in Volume 3.)



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## V. ENTERING WANTED PERSON RECORDS (Continued)

E. FREE-FORM ENTRY -- When entering a record free-form, it is important to type each data field in the proper sequence. The end of one data field and the beginning of the next must be separated by a period. All fields must be accounted for by a period, even if there is no data to be entered in that field. The only exception is a record in which there is no vehicle data to be entered. In that case, type "1." in the VCO Field (see 1.b. below). This eliminates the need to enter a period for the rest of the eleven vehicle data fields.

1. Free-Form Field Sequence -- Do not enter the Field Identifier codes; only the data to be placed in the fields.

### a. With Vehicle Description

- 1) MKE.TMP.
- 2) OFF.DOW.
- 3) NAM.SEX.RAC.POB.
- 4) DOB.AGE.HGT.WGT.HAI.EYE.SKN.
- 5) FBI.SID.FPC.SOC.
- 6) DLS.DLN.DLY.MNU.SMT.
- 7) MIS.
- 8) CIL.GEO.
- 9) VCO.VYR.VMA.VMO.VST.
- 10) VIN.
- 11) LIM.LIY.LIS.LIT.LIC.
- 12) OCA.
- 13) ORA.
- 14) ENT.OPR.

### b. Without Vehicle Description

- MKE.TMP.
- OFF.DOW.
- NAM.SEX.RAC.POB.
- DOB.AGE.HGT.WGT.HAI.EYE.SKN.
- FBI.SID.FPC.SOC.
- DLS.DLN.DLY.MNU.SMT.
- MIS.
- CIL.GEO.
- 1.
- OCA.
- ORA.
- ENT.OPR.

All free-form Wanted Person entries must contain a minimum of 12 lines in the exact sequence shown. A 12 line entry would mean you had no data, or less than approximately 60 characters, for the MIS field and omitted the Vehicle fields by using the "1." in VCO.

If you filled the MIS field and vehicle fields, your entry would be 16 lines long, which is the maximum. The MIS field allows you 120 bytes (characters in our terms) which would be about two lines.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## V.E. FREE-FORM ENTRY (Continued)

### 2. Sample Free-Form Enter Message

Using a free-form structure, enter a Wanted Person record with vehicle data. The subject is a white, 38-year old male named Richard Scott Dunne. Dunne was born in Wisconsin on October 25, 1953. He is 6'02", 200 pounds, with brown hair, green eyes, and very fair complected. He has an Illinois driver's license, number D785-5465-3281, that expires in 1992. His Social Security Number is 111-22-0311. Dunne drives a white, 1988 Oldsmobile Delta 88 4-door sedan. The plates on the car are Illinois passenger XZ544 that expire in April of 1992. Dunne has been charged with fraud (code 2699) for deceptive practice. Warrant number 91CF4321 was issued on December 14, 1991. The court placed a geographic limit of Jackson, Bond, Clinton, and Washington counties on the warrant. The agency entering this record is the Sheriff's Office, St. Clair County, terminal XWS, operator AV. The case number is 91-922. The 24-hour telephone number for St. Clair County is (618) 271-6450.

```
Line 1  LEW1.WANTED FRAUD ST CLAIR CO.
Line 2  2699.121491.
Line 3  DUNNE,RICHARD SCOTT.M.W.WI.
Line 4  102553.38.602.200.BRO.GRN.FAR.
Line 5  ...111220311.
Line 6  IL.D78554653281.92...
Line 7  DECEPTIVE PRACTICE OTX/618-271-6450.
Line 8  Y.COURT-ISSUED JACKSON BOND CLINTON WASHINGTON.
Line 9  BLK.88.OLDS.DLT.4D.
Line 10  .
Line 11  04.92.IL.PC.XZ544.
Line 12  91-922.
Line 13  SO ST CLAIR CO IL.
Line 14  XWS.AV.
```

There are six fields for which no data was available; FBI, SID, FPC, MNU, SMT, and VIN. All six fields had to be accounted for with a period.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## V. ENTERING WANTED PERSON (Continued)

- F. ENTER ACKNOWLEDGMENT MESSAGE -- If the LEADS computer accepts your entry, it will return a copy, or Enter Acknowledgment, to your terminal. This copy can be easily recognized as an acknowledgment of your entry by the Computerized Hot File date and time stamp, which is the first line. The rest of the acknowledgment message looks like your original message except some new data is inserted. The second line will now contain your CDC and the LEADS number assigned upon entry by the computer. The last line has the time and date of entry inserted into the record. The acknowledgment message for the sample free-form message on the previous page would look like the one below, the differences have been bolded for your convenience.

### SAMPLE ENTER ACKNOWLEDGMENT

```
Line 1  CHF  121591  1619

Line 2  XWS W9105064 LEW1.WANTED FRAUD ST CLAIR CO.
Line 3  2699.121491
Line 4  DUNNE,RICHARD SCOTT.M.W.WI.
Line 5  102553.38.602.200.BRO.GRN.MED.
Line 6  ...111220311.
Line 7  IL.D78554653281.92...
Line 8  DECEPTIVE PRACTICE OTX/618-271-6450.
Line 9  Y.COURT-ISSUED JACKSON BOND CLINTON WASHINGTON.
Line 10 BLK.88.OLDS.DLT.4D.
Line 11 .
Line 12 04.92.IL.PC.XZ544.
Line 13 91-922.
Line 14 SO ST CLAIR CO IL.
Line 15 XWS.AV.1619.121591.
```

Line 1 is the CHF date and time stamp that identifies this as an Enter Acknowledgment message.

Line 2 now also contains the entering agency's CDC and the LEADS number.

Line 15 now also contains the time and date of entry.

## V. ENTERING WANTED PERSON RECORDS (Continued)

G. AUTOMATIC BROADCASTING -- In certain cases, the LEADS computer automatically broadcasts a copy of your newly entered Wanted Person or Temporary Want record to all law enforcement LEADS terminals.

1. Criteria for Broadcasting -- When your Wanted Person Enter message fits both of the following criteria, or when your Temporary Want entry fits b. below, normally automatic broadcasting to terminals county-wide, and other terminals selected to receive them will occur.

a. Wanted Person Entered Within Five Days of Date of Warrant -- Wanted Person entry message passes the edits and is entered into the LEADS file no later than five calendar days after the date entered in the DOW Field.

b. Record Contains Offense Code for Certain Felony -- The OFF Field contains a code for one of the following felonies:

ARSON	FORGERY	LARCENY
ASSAULT	HOMICIDE	ROBBERY
BURGLARY	IMMIGRATION	SEXUAL ASSAULT
FLIGHT-ESCAPE	KIDNAPPING	STOLEN VEHICLE

2. Broadcast Message -- The message which is broadcast to other law enforcement agencies looks exactly like the Enter Acknowledgment Message which is returned to the entering terminal (see example on previous page).

H. PERSONS FILE CROSSCHECKS/DUPLICATES -- Whenever an attempt is made to enter a record into the Wanted Persons Files, inquiries are automatically generated into the LEADS and NCIC Computerized Hot Files to determine whether any "apparent" or "true" duplicate records are already on file. This procedure is called crosschecking.

The LEADS Wanted Persons File is searched by complete NAM (character by character) and SEX, and whatever numeric identifier(s) is supplied in the enter message. If a matching record is already on file, the computer compares the entering CDC in that record with the CDC of the terminal attempting to enter the new record. If the last two characters of the two CDC's match, the new record is a true duplicate and is rejected by the computer. When this happens, the agency attempting entry will receive a message described in paragraph 1 below. If the last two characters of the CDC's don't match, the record is an "apparent" duplicate and is accepted into the file. The agency attempting entry will receive a message described in paragraph 2 on the next page, as well as an Enter Acknowledgment Message.



## V.H. WANTED PERSONS FILE CROSSCHECKS/DUPLICATES (Continued)

NCIC's crosschecking procedure differs from that of LEADS. When the enter message contains a complete DOB as the only numeric identifier, the NCIC Wanted Persons File is searched by DOB and complete NAM (character by character). When a numeric identifier other than DOB is supplied (i.e. SOC, FBI, MNU, DLN), NCIC's files are searched by that numeric alone. If a matching record is already on file, the computer next compares the ORI in the matching record with the ORI of the agency attempting to enter the new record. If the ORI's are identical, the new record is rejected as a true duplicate. The agency attempting entry receives a "REJ ON FILE" message accompanied by a copy of the record on file. If the ORI's are different, the new record is accepted into the file, and a copy of the record it duplicates (the older entry) is transmitted as a "response" to the new entry.

1. Duplicate of Your Agency's Record (True Duplicate) -- It is not permitted for a single agency to enter the same record into the Wanted Persons File a second time as long as the first record has not been cancelled or voided. When this is attempted, the following reject message will be received:

Rcdc CHF18 REJ--DUP REC YOUR AGENCY ON FILE--REC WILL FOLLOW

This line, which contains the CDC of the terminal attempting entry, informs that the record has been rejected because a true duplicate has already been entered by that CDC. A copy of the true duplicate record accompanies this message.

2. Duplicate of Another Agency's Record (Apparent Duplicate) -- When your agency enters a record which matches another agency's record by complete NAM, SEX, and numeric identifier, you will be notified of this fact immediately preceding receipt of your Enter Acknowledgment Message. Your entry message has been accepted into the file. Here is an example of the message you will receive:

Rcdc CHF17 DUP REC FROM cdc ON FILE--REC WILL FOLLOW

The first CDC is your own; the second is that of the agency which entered the record yours apparently duplicates. Immediately following the CHF17 message is the Enter Acknowledgment Message for the record you have just entered. Immediately following that is the other agency's record. It is recommended that you compare it with the one you just entered. It is also recommended that you advise the officer in charge of the case that another department is looking for the same person.

## V. ENTERING WANTED PERSON RECORDS (Continued)

- J. REJECTS -- If you receive any message in response to your enter attempt other than an Enter Acknowledgment, your message has been rejected. You will always receive some kind of response. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check all fields in the enter message that precede and follow the mentioned field. Have you left out a period or added an extra period?
- K. TRAINING ENTER MESSAGE -- Special message keys are provided when you wish to practice entry of Wanted Person records. LTWE is the training message key for Wanted Persons. The rest of the enter message format is exactly the same for training as it is for an actual entry.

When the computer receives a message beginning with LTWE, it analyzes (edits) the entire message the same as it would for any other entry. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file, but you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

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## VI. SAMPLE ENTER MESSAGES

This section provides the details and sample enter messages for the three kinds of Wanted Person records that Illinois agencies may enter into LEADS.

- A. WANTED ON WARRANT -- To be used for entering a person who has been named in a warrant connecting him/her with a felony or misdemeanor offense or a violation of probation or parole.
  
- B. TEMPORARY WANT (Felony or Misdemeanor) -- To be used for entering a person who an officer has reasonable grounds to believe has committed an offense, but for which a warrant has not yet been obtained. A record may be entered into both LEADS and NCIC for a felony offense, but for a misdemeanor, the record should only be entered into LEADS. This record type was established to allow the entry of a record for an individual who may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. A Temporary Want record must be supported by a proper warrant within two days of the initial entry or the record will be purged. An agency originating a Temporary Want record is responsible for obtaining a warrant as soon as possible and then voiding the Temporary Want record and re-entering a permanent Wanted Person record.
  
- C. JOHN OR JANE DOE WARRANT -- To be used for entering a person who is an unknown murderer and may be using the homicide victim's identification. An Alias record using the victim's name must also be entered. Requires a warrant for "John" or "Jane" Doe.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## VI. SAMPLE ENTER MESSAGES (Continued)

### A. SAMPLE WANTED PERSON ENTER PROBLEM

On April 3, 1992, a warrant was issued for Ralph J. Waters, a white male, born September 19, 1949, for Aggravated Battery. The warrant lists no court-issued geographic limits. Waters used a large butcher knife to stab an individual while at a tavern. He is 5'10", 165 pounds, and has blue eyes and brown hair. Per the case report, Waters stabbed the individual for making fun of his eye glasses and calling him a dork. His Illinois driver's license, number W362-7304-9267, expires in 1992. Waters reportedly left the scene in his blue 1990 Ford Mustang. The license on the Mustang is YIPPEE1, it expires in March 1993.

Your agency is Norridge Police Department (CDC/KNS). Your agency's 24-hour telephone number is 708/453-0800, the case number is 92-CF-7362, and your operator initials are AV.

### SAMPLE FORMATTED ENTER (Call format with LFR.FEW.):

```
L EW-A TMP WANTED AGGRAVATED BATTERY NORRIDGE OFF 1305
DOW 040392 NAM WATERS,RALPH J SEX M
RAC W POB DOB 091949 AGE HGT 510 WGT 165 HAI BRO EYE BLU
SKN FBI SID FPC
SOC DLS IL DLN W36273049267 DLY 92
MNU SMT GLASSES MIS
WPN/BUTCHER KNIFE OFF/AGGRAVATED BATTERY ]
OTX/708-453-0800 ]
T
CIL N GEO ]
VCO BLU VYR 90 VMA FORD VMO MUS VST CP
VIN
LIM 03 LIY 93 LIS IL LIT PC LIC YIPPEE1
OCA 92-CF-736 ORA PD NORRIDGE IL ENT KNS OPR AV
```

### Required Fields

MKE (LEW or LEW1. Caution indicators should be added when appropriate.)  
OFF  
DOW (Enter date warrant was issued.)  
NAM  
SEX  
RAC  
DOB (Unless another numeric is entered.)  
AGE (Unless DOB is entered.)  
HGT  
WGT  
HAI  
EYE (If eye color is not known, "XXX" must be placed in field.)  
MIS (Describe weapons, clarify offense, etc.)  
CIL (Must be completed with "Y" or "N".)  
GEO (Must be completed if CIL is "Y".)  
ORA  
ENT  
OPR



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## VI. SAMPLE ENTER MESSAGES (Continued)

### B. SAMPLE TEMPORARY WANT ENTER PROBLEM

At 9:30 a.m., on March 13, 1992, Robert Lee Thomas, a white male, born on April 13, 1953, was suspected of murdering his wife with a 38 caliber pistol. Your agency is in contact with the State's Attorney to obtain an arrest warrant for murder. The State's Attorney's office advises the process could take at least 24 hours because it is Sunday and no judges can be immediately located. Because of the circumstances, your agency must make a temporary wanted entry until the warrant is issued. According to neighbors, Thomas is 6', 190 pounds, has brown hair, brown eyes, and a scar on his nose. Neighbors saw Thomas leave the house in his 1989 red Hyundai Excel hatchback that has Illinois plates CKG105 that expire in January, 1993. His Illinois driver's license number is T520-7725-3106 and expires in 1995.

Your agency is the Decatur Police Department (CDC/AND) and the 24-hour agency telephone number is 217/424-2719. You are operator AV, and the case number is 92-3487. It is believed Thomas will be fleeing the state to a sister's home in Ohio. The State's Attorney is reasonably confident extradition will be authorized.

#### SAMPLE FORMATTED ENTER (Call format with LFR.FEW.):

```
L ET-A TMP WANTED MURDER DECATUR 0930 OFF 0901
DOW 031392 NAM THOMAS,ROBERT LEE SEX M
RAC W POB DOB 041353 AGE HGT 600 WGT 190 HAI BRO EYE BRO
SKN FBI SID FPC
SOC DLS IL DLN T52077253106 DLY 95
MNU SMT SC NOSE MIS
38 CAL PISTOL OTX/217-424-2719 ]
T
CIL N GEO ]
VCO RED VYR 89 VMA HYUN VMO EXC VST HB
VIN
LIM 01 LIY 93 LIS IL LIT PC LIC CKG105
OCA 92-3487 ORA PD DECATUR IL ENT AND OPR AV
```

## VI.B. SAMPLE TEMPORARY WANT ENTER PROBLEM (Continued)

### Required Fields

MKE (LET or LET1. Caution indicators should be added when appropriate.)  
OFF  
DOW (Enter date of escape or date of record entry.)  
NAM  
SEX  
RAC  
DOB (Unless another numeric is entered.)  
AGE (Unless DOB is entered.)  
HGT  
WGT  
HAI  
EYE (If eye color is not known, "XXX" must be placed in field.)  
MIS (Describe weapons, clarify offense, etc.)  
CIL (Must be completed with "Y" or "N".)  
GEO (Must be completed if CIL is "Y".)  
ORA  
ENT  
OPR

## C. SAMPLE JANE OR JOHN DOE WARRANT ENTER PROBLEM

On May 3, 1992, Jacksonville Police Department (CDC/ALJ) investigated the homicide of Paul David Reuben. Reuben was a male, white, born October 3, 1946. He had been murdered with a small caliber pistol. Paul Reuben's wallet was not found on his person, and detectives learned that an item was charged on his credit card on May 4, 1992. Mr. Reuben was 5'8" tall and weighed 160 pounds. He had green eyes and blond hair. According to his widow, Reuben's wallet contained his driver's license (R150-6844-6282, expires 1995), a Master Card, his Social Security card, and his National Guard ID card (333-11-4422). Because of the use of Reuben's credit card, the detectives believe the murderer is using any or all of Reuben's identification and have obtained a warrant for John Doe; other case facts lead investigators to believe the perpetrator was a male. The 24-hour telephone number for Jacksonville Police is (217) 243-8514, the case number is 92-1276, and your operator ID is AV.

NOTE: You should also enter an Alias Name record using the victim's name.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## VI.C. SAMPLE JANE OR JOHN DOE WARRANT ENTER PROBLEM (Continued)

### SAMPLE FORMATTED ENTER (Call format with LFR.FEW.):

```
L EW-A TMP WANTED MURDER JACKSONVILLE OFF 0903
DOW 050392 NAM DOE,JOHN SEX M
RAC W POB DOB 100346 AGE HGT 508 WGT 160 HAI BLN EYE GRN
SKN FBI SID FPC
SOC 333114422 DLS IL DLN R15068446282 DLY 95
MNU NS-333114422 SMT MIS
SMALL CALIBER PISTOL, JOHN DOE WARRANT - UNKNOWN SUBJECT ]
MAY BE USING VICTIM'S ID ]
T
CIL N GEO ]
VCO VYR VMA VMO VST
VIN
LIM LIY LIS LIT LIC
OCA 92-1276 ORA PD JACKSONVILLE IL ENT ALJ OPR AV
```

### Required Fields

MKE (LEW. Caution indicators should be added when appropriate.)  
OFF  
DOW  
NAM (Must be "DOE,JANE" or "DOE,JOHN".)  
SEX (Enter victim's SEX, RAC, and DOB. If victim's DOB is not known, at  
RAC least one other acceptable numeric identifier must be entered, i.e.,  
DOB victim's SOC or DLN.)  
HGT (Enter victim's descriptive data.)  
WGT  
HAI  
EYE  
MIS (Include "JOHN DOE WARRANT, UNKN SUBJECT MAY BE USING VICTIM'S ID".)  
CIL (Must be completed with "Y" or "N".)  
GEO (Must be completed if CIL is "Y".)  
ORA  
ENT  
OPR

You should also enter the victim's numeric identification and if the victim was known to use/own a vehicle which cannot be found, enter as much data on the vehicle and its registration as possible.





# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

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## VII. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the 42 data fields found in a Wanted Person File record. Each field is described in a standard format labeled A through L.

### B. SUMMARY/INDEX

On the opposite side of this card and the succeeding page is a summary and index for all Wanted Person File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages.

### C. CODES

Some fields require the use of codes, which may be found immediately following the corresponding Field Description.

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W A N T E D   P E R S O N S   F I L E   D A T A   F I E L D   S U M M A R Y / I N D E X

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	WPERS- PAGE #	WPERS- PAGE #	WPERS- PAGE #	NO. OF POSITIONS	CHAR- ACTER TYPES	USED WITH	WHEN MODIFYING, YOU MAY			
FIELD NAME	CODE	DETAILS	CODES	(LENGTH)	(1)	INQ.?	ADD	CHANGE	DELETE	ENTER?
Message Key/Record Label	MKE	54	55	3-5	C	Yes	N/A	No	No	Yes
Temporary Info. for Enter	TMP	58		to 50	L,N,P	N/A	N/A	N/A	N/A	No
Offense Code	OFF	59	61	4	C	No	N/A	Yes	No	Yes
Date of Warrant/Temporary/ Escape	DOW	73		5	N	No	N/A	Yes	No	Yes
Name of Person	NAM	74		to 30	L,P	Yes	N/A	Yes	No	Yes
Sex of Person	SEX	78	78	1	C	Yes	N/A	Yes	No	Yes
Race of Person	RAC	79	79	1	C	Yes	N/A	Yes	No	Yes
Place of Birth	POB	80	81	2	C	No	Yes	Yes	Yes	No
Date of Birth	DOB	82		6	N	Yes	Yes	Yes	Yes(2)	No(2)
Age (LEADS only)	AGE	83		2	N	No	N/A	N/A	No	No(3)
Height	HGT	84		3	N	No	N/A	Yes	No	Yes
Weight	WGT	85		3	N	No	N/A	Yes	No	Yes
Hair Color	HAI	86	86	3	C	No	N/A	Yes	No	Yes
Eye Color	EYE	87	87	3	C	No	N/A	Yes	No	Yes
Skin Tone	SKN	88	88	3	C	No	Yes	Yes	Yes	No
FBI Number	FBI	89		9	L,N	Yes	Yes	Yes	Yes	No
SID Number (LEADS only)	SID	92		7	N	Yes(4)	Yes	Yes	Yes	No
Fingerprint Classification	FPC	93	93	20	C	No	Yes	Yes	Yes	No
Social Security Number	SOC	95		9	N	Yes	Yes	Yes	Yes	No
Driver's License State/Country	DLS	96		2	C	No	Yes(5)	Yes	Yes(5)	No
Driver's License Number	DLN	97		20	L,N	Yes	Yes(5)	Yes	Yes(5)	No
Driver's License Year Expires	DLY	98		2	N	No	Yes(5)	Yes	Yes(5)	No
Miscellaneous Number	MNU	99	100	15	C,L,N,P	Yes	Yes	Yes	Yes(5)	No

- (1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.
- (2) P = Certain punctuation marks and special characters.
- (3) Required unless another numeric is entered.
- (4) Required only when DOB is not entered.
- (5) Only searches the LEADS File, not NCIC.
- (5) Refer to page indicated in Column X for restrictions on modification of this field.

C O N T I N U E D   B E L O W



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## WANTED PERSONS FILE DATA FIELD SUMMARY / INDEX (Continued)

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	WPERS-	WPERS-	PAGE	NO. OF	CHAR-					
	PAGE #	PAGE	# FOR	POSI-	ACTER	USED	WHEN MODIFYING, YOU MAY			REQD.
FIELD NAME	FOR	DETAILS	CODES	TIONS	TYPES	WITH	ADD	CHANGE	DELETE	FOR
	CODE			(LNTH)	(1)	INQ.?				ENTER?
Scars, Marks, Tattoos, etc.	SMT	101	102	10	C	No	Yes	Yes	Yes	Varies
Miscellaneous (Permanent)	MIS	111		to 111	L,N,P	No	Yes	Yes	Yes	Varies
Miscellaneous (Temporary)	-	117		to 47	L,N,P	N/A	N/A	N/A	N/A	No
Court Issued Limits	CIL	118	118	1	C	No	No	Yes	No	Yes
Geographic Limits	GEO	119	119	113	L,N	No	No	Yes	No	Yes
Vehicle Descriptors	-	120	VEH-143	-	VIN	Yes	Yes	Yes	Yes	No
Vehicle Registration Data	-	121	VEH-143	-	LIC	Yes	Yes	Yes	Yes	No
Originating Authority's Case #	OCA	122		to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency										
Name (LEADS only)	ORA	123		8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC	ENT	124		3	C	No	N/A	No	No	Yes
Entering Terminal Operator's										
Initials/ID	OPR	125		2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	126		4	N	No	N/A	No	No	N/A
Date of Entry	DTE	127		6	N	No	N/A	No	No	N/A
NCIC Record Index Number	NIC	128		10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number	LDS	129		8	C,N	Yes	N/A	No	No	N/A

- (1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-5 positions free-form; 2-4 with the LFR.FEW. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                    |                     |
|-------------------|--------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> No | <u>DELETED?</u> N/A |
|-------------------|--------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: The message key tells the computer what kind of message you have sent it (inquiry, enter, void, etc.) and what files (LEADS and/or NCIC) are involved. Also, in a record entry transaction, the message key is used to specify whether the subject is a "Temporary Want" or "Wanted on Warrant" and to indicate whether extra caution may be necessary.

The record label of any Hot Files record is derived from the message key used to enter or locate the record. The label appears in all hit messages and serves the purpose of identifying what kind of record has been found. See Section III for RECORD LABEL COMPARISON TABLE.

- K. ALLOWABLE DATA AND EDITS: The message key for a Wanted Person record must be taken from the table on the following page.

- |                 |                                                                                                                                                                                                                                            |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Edits</u> -- | 1. If you use "Y" in the CIL field, the message key <u>must</u> be a LEADS only key (EW1, EW1A, etc). If court-issued geographic limits are present, the record will not be forwarded to NCIC.                                             |
|                 | 2. The message key must exactly match one of those listed in the table.                                                                                                                                                                    |
|                 | 3. When cancelling, voiding, modifying or locating a Wanted or Temporary Wanted Person record, the third character of the message key must correspond to the kind of record you are working with (e.g., W for Wanted and T for Temporary). |



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## MESSAGE KEY (MKE) (Continued)

	<u>ENTER</u>	<u>MODIFY</u>	<u>CANCEL</u>
To call screen format (1)	LFR.FEW.	LFR.FMOD.	LFR.FCANC.
<u>WANTED</u> Warrant on file.			
LEADS & NCIC	LEW (2)	LMW	LCW
LEADS Only	LEW1 (2)	LMW	LCW
NCIC Only	(None)	(None)	(None)
Training	LTWE	(None)	LTWC
<u>TEMPORARY WANT</u> Warrant expected			
LEADS & NCIC	LET (2)	LMT	LCT
LEADS Only	LET1 (2)	LMT	LCT
NCIC Only	(None)	(None)	(None)
Training	(None)	(None)	(None)
	<u>VOID</u>	<u>INQUIRY</u>	<u>LOCATE</u>
To call screen format (1)	LFR.FVOID.	LFR.FINQ.	(None)
<u>WANTED</u> Warrant on file.		See Inquiry Table	
LEADS & NCIC	LXW		LMW
LEADS Only	LXW		LMW
NCIC Only	(None)		LLW
Training	(None)		(None)
<u>TEMPORARY WANT</u> Warrant expected		See Inquiry Table	
LEADS & NCIC	LXT		LMT
LEADS Only	LXT		LMT
NCIC Only	(None)		LLT
Training	(None)	(None)	(None)

**NOTE:** If CIL field contains "Y", a LEADS only message key must be used; LEW1, LEW1A, LEW1S, or LEW1Y. If court-issued geographic limits exist, the record should not be in NCIC.

### FOOTNOTES:

(1) SCREEN FORMATS -- The CRT screen formats generally provide the first two characters of the message key. When using a key from the table, do not repeat the character(s) provided in the format. For example, the message key shown for entering a Temporary Want record into LEADS only is LET1. The LFR.FEW. format provides the L. You should only key in "ET1" to complete the message key.

MESSAGE KEY (MKE) (Continued)

(2) CAUTION INDICATORS -- When any of the following circumstances exist, a caution indicator should be added as a suffix to the basic message key.

- a) Offense involved use of a weapon.
- b) Subject is known to possess a weapon.
- c) Subject has history of violence.
- d) Subject has history of possessing/using weapons.
- e) It is believed subject may cause threat to safety of public or officer when encountered.
- f) Subject is or has been known to be suicidal.

CAUTION INDICATOR SUFFIXES

SUFFIX TO LEW OR LET (includes hyphen)	SUFFIX TO LEW1 OR LET1 (no hyphen)	USE WHEN SUBJECT OF RECORD IS ...
-A	A	considered <u>ARMED</u> and/or DANGEROUS
-S	S	<u>SUICIDAL</u>
-Y	Y	considered ARMED, DANGEROUS, and SUICIDAL



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## MESSAGE KEY (MKE) (Continued)

- L. NOTES:
1. When any caution indicator suffix is used, give amplifying details in the MIS Field. (Place weapon information in the first positions of the MIS Field.) This could be vital to the safety of the apprehending officer.
  2. When appropriate, ALWAYS use a caution indicator suffix with the message key, even if you also plan to indicate caution in the MIS Field.
  3. The only reliable way to change the message key or record label of a record is to void the record and then enter a new one using the enter message key which will produce the desired label.
  4. If a record is entered into LEADS only and then it is decided that the record should also be in NCIC, the original record must be voided and re-entered with the appropriate message key. Likewise, when the NCIC copy of a LEADS/NCIC record is to be removed but the LEADS copy is to remain on file, both records must be voided. Then, with the proper message key, a new record can be entered into LEADS only.
  5. When a caution indicator is used in a record that will be forwarded to the NCIC file, part of the MIS Field may be lost. The computer shifts all MIS Field data to the right and inserts the reason for caution (e.g. "ARMED DANGEROUS") into the first portion of the MIS Field. This shifting process will cause the last 17 characters to be lost from the original MIS Field. Ending your MIS data on the seventh line of the LFR.FEW. format will prevent loss of data.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Temporary Information for Enter Message
- B. FIELD CODE: TMP
- C. FIELD LENGTH: Up to 50 positions free-form. Format provides 41 positions.
- D. CHARACTER TYPE(S) ALLOWED: All types. Only the period (.) is not permitted in LFR.FEW. format.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To include, at the time of record entry, information of immediate but temporary value that will appear in the Enter Acknowledgment Message and in the Broadcast Message. The contents of this field are not entered into the Wanted Persons File and are not forwarded to NCIC.

When a record will be broadcast upon entry, the TMP Field should tell the "What, Where, and When" about the entry (Example: WANTED HOMICIDE ARLINGTON HTS 0900). This will assist those receiving the broadcast message in taking appropriate action.

- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any free-text notes or statement.

Edits -- None.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Offense Code
- B. FIELD CODE: OFF
- C. FIELD LENGTH: Always 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Only numeric for entry. Response messages may contain alphabetic codes and phrases.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required for both Wanted and Temporary Want records.
- J. PURPOSE AND USAGE: The Offense Code should indicate the most serious charge for which the subject is wanted by the ORA of the record. Lesser offenses with which the subject is charged should be listed in the MIS Field with the date of warrant for each charge.
- K. ALLOWABLE DATA AND EDITS:

The Offense Code must be one of the four-digit, numeric codes from the table which follows.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODE (OFF) (Continued)

- L. NOTES:
1. NCIC Uniform Offense Classifications -- When selecting an offense code from the table, choose the code opposite the description that most closely matches the most serious charge given on the warrant(s). The codes are provided by the NCIC for use nationwide. Therefore, the language may not correspond exactly to Illinois or local statutes.
  2. Multiple Charges -- When a subject is wanted on more than one charge, enter the code for the most serious charge into the OFF Field. Then, mention all other charges in the MIS Field. If an additional warrant for a more serious charge is issued after you have entered a record, modify the DOW and OFF fields to reflect the more recent and more serious charge. Also, modify the MIS Field to include the original charge that was previously covered in the OFF Field. To provide room for additional information when the Permanent MIS Field is full, attach an Add-On record to the master record. See Volume 2, Chapter 12 for details.
  3. Offenses of General Applicability -- When the substantive offense is conditioned by one of the following offenses of general applicability, the appropriate wording below (or easily understood abbreviations) must be placed in the MIS Field so the inquiring recipient of the record will know that the substantive offense has not been charged:

### GENERAL OFFENSES

Accessory After the Fact  
Accessory Before the Fact  
Aid/Abet  
Assault to Commit  
Attempt to Commit  
Conspiracy to Commit  
Facilitation of  
Solicitation to Commit  
Threat to Commit

4. Unlawful Flight Charge -- When the Federal charge is unlawful flight, enter code "4902" in the Offense Field. In the Miscellaneous Field, enter the appropriate acronym from the list below, followed by a description of the legal charge (e.g. UFAP-MURDER).

<u>Acronym</u>	<u>Unlawful Flight ...</u>
UFAC	To Avoid Confinement
UFAP	To Avoid Prosecution
UFAT	To Avoid Giving Testimony



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODE (OFF) (Continued)

### OFFENSE CODES FOR WANTED PERSONS

The codes on the following pages are the NCIC Uniform Offense Classifications for use in the Offense (OFF) Field of the Wanted Person File. The offenses are grouped into categories and arranged in numerical order by OFF code. The Index below lists the categories alphabetically and may help you locate the offense and code you need.

When any offense code ending in "99" is used, free text or easily understood abbreviations explaining or describing the offense must be placed in the Miscellaneous (MIS) Field. When any other offense code is used, free text or easily understood abbreviations further explaining or describing the offense may be entered in the Miscellaneous (MIS) Field.

### OFFENSE CATEGORY INDEX

<u>PAGE</u>	<u>OFFENSE CATEGORY</u>	<u>PAGE</u>	<u>OFFENSE CATEGORY</u>
<u>WPERS-</u>		<u>WPERS-</u>	
64	Abortion	62	Kidnapping
72	Antitrust	65	Larceny
64	Arson	69	Liquor
63	Assault	64	Material Witness
70	Bribery	62	Military
64	Burglary	72	Morals - Decency Crimes
71	Civil Rights	68	Obscenity
69	Commercialized Sexual Offenses	70	Obstructing Judiciary, Congress, Legislature, or a Commission
72	Conservation	69	Obstructing The Police
72	Crimes Against Person	72	Property Crimes
66	Damage Property	72	Public Order Crimes
67	Dangerous Drugs	71	Public Peace
72	Election Laws	63	Robbery
66	Embezzlement	68	Sex Offenses
64	Extortion	63	Sexual Assault
68	Family Offenses	72	Smuggling
69	Flight - Escape	62	Sovereignty
65	Forgery (Counterfeiting)	66	Stolen Property
66	Fraudulent Activities	65	Stolen Vehicle
68	Gambling	72	Tax Revenue
71	Health - Safety	64	Threats
62	Homicide	71	Traffic Offenses
62	Immigration	70	Weapon Offenses
71	Invasion of Privacy		

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

---

### SOVEREIGNTY

0101    Treason  
0102    Treason Misprision  
0103    Espionage  
0104    Sabotage  
0105    Sedition  
0106    Selective Service  
0199    Sovereignty (must describe offense in MIS Field)

### MILITARY (To be used only by the FBI and Military Agencies)

0201    Desertion  
0299    Military (must describe offense in MIS Field)

### IMMIGRATION

0301\*    Illegal Entry  
0302\*    False Citizenship  
0303\*    Smuggling Aliens  
0399\*    Immigration (must describe offense in MIS Field)

### HOMICIDE

0901\*    Homicide - Willful Kill-Family-Gun (describe gun in MIS Field)  
0902\*    Homicide - Willful Kill-Family-Weapon (identify weapon in MIS Field)  
0903\*    Homicide - Willful Kill-Nonfamily-Gun (describe gun in MIS Field)  
0904\*    Homicide - Willful Kill-Nonfamily-Weapon (identify weapon in MIS Field)  
0905\*    Homicide - Willful Kill-Public Official-Gun (describe gun in MIS Field)  
0906\*    Homicide - Willful Kill-Public Official-Weapon (identify weapon in MIS Field)  
0907\*    Homicide - Willful Kill-Police Officer-Gun (describe gun in MIS Field)  
0908\*    Homicide - Willful Kill-Police Officer-Weapon (identify weapon in MIS Field)  
0909\*    Homicide - Negligent Manslaughter-Vehicle  
0910\*    Homicide - Negligent Manslaughter-Weapon (identify weapon in MIS Field)  
0911\*    Homicide - Willful Kill-Gun (describe gun in MIS Field)  
0912\*    Homicide - Willing Kill-Weapon (identify weapon in MIS Field)  
0999\*    Homicide (describe offense in MIS Field)

### KIDNAPPING

1001\*    Kidnapping Minor For Ransom  
1002\*    Kidnapping Adult For Ransom  
1003\*    Kidnapping Minor To Sexually Assault  
1004\*    Kidnapping Adult To Sexually Assault  
1005\*    Kidnapping Minor  
1006\*    Kidnapping Adult  
1007\*    Kidnapping Hostage For Escape  
1008\*    Abduction - No Ransom Or Assault  
1009\*    Kidnapping - Hijack Aircraft  
1099\*    Kidnapping - (describe offense in MIS Field)

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\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

### SEXUAL ASSAULT

1101\* Rape - Gun (describe gun in MIS Field)  
1102\* Rape With Weapon (identify weapon in MIS Field)  
1103\* Rape - Strongarm  
1104\* Sexual Assault - Sodomy-Boy-Gun (describe gun in MIS Field)  
1105\* Sexual Assault - Sodomy-Man-Gun (describe gun in MIS Field)  
1106\* Sexual Assault - Sodomy-Girl-Gun (describe gun in MIS Field)  
1107\* Sexual Assault - Sodomy-Woman-Gun (describe gun in MIS Field)  
1108\* Sexual Assault - Sodomy-Boy-Weapon (identify weapon in MIS Field)  
1109\* Sexual Assault - Sodomy-Man-Weapon (identify weapon in MIS Field)  
1110\* Sexual Assault - Sodomy-Girl-Weapon (identify weapon in MIS Field)  
1111\* Sexual Assault - Sodomy-Woman-Weapon (identify weapon in MIS Field)  
1112\* Sexual Assault - Sodomy-Boy-Strongarm  
1113\* Sexual Assault - Sodomy-Man-Strongarm  
1114\* Sexual Assault - Sodomy-Girl-Strongarm  
1115\* Sexual Assault - Sodomy-Woman-Strongarm  
1116\* Statutory Rape - No Force  
1117\* Sexual Assault - Carnal Abuse  
1199\* Sexual Assault (describe offense in MIS Field)

### ROBBERY

1201\* Robbery - Business-Gun (describe gun in MIS Field)  
1202\* Robbery - Business-Weapon (identify weapon in MIS Field)  
1203\* Robbery - Business-Strongarm  
1204\* Robbery - Street-Gun (describe gun in MIS Field)  
1205\* Robbery - Street-Weapon (identify weapon in MIS Field)  
1206\* Robbery - Street-Strongarm  
1207\* Robbery - Residence-Gun (describe gun in MIS Field)  
1208\* Robbery - Residence-Weapon (identify weapon in MIS Field)  
1209\* Robbery - Residence-Strongarm  
1210\* Forcible Purse Snatching  
1211\* Robbery - Banking-Type Institution  
1299\* Robbery (describe offense in MIS Field)

### ASSAULT (Also, see Sexual Assault above)

1301\* Aggravated Assault - Family-Gun (describe gun in MIS Field)  
1302\* Aggravated Assault - Family-Weapon (identify weapon in MIS Field)  
1303\* Aggravated Assault - Family-Strongarm  
1304\* Aggravated Assault - Nonfamily-Gun (describe gun in MIS Field)  
1305\* Aggravated Assault - Nonfamily-Weapon (identify weapon in MIS Field)  
1306\* Aggravated Assault - Nonfamily-Strongarm  
1307\* Aggravated Assault - Public Official-Gun (describe gun in MIS Field)  
1308\* Aggravated Assault - Public Official-Weapon (identify weapon in MIS Field)  
1309\* Aggravated Assault - Public Official-Strongarm  
1310\* Aggravated Assault - Police Officer-Gun (describe gun in MIS Field)  
1311\* Aggravated Assault - Police Officer-Weapon (identify weapon in MIS Field)  
1312\* Aggravated Assault - Police Officer-Strongarm  
1313\* Simple Assault  
1314\* Aggravated Assault - Gun (describe gun in MIS Field)  
1315\* Aggravated Assault - Weapon (identify weapon in MIS Field)  
1316\* Intimidation  
1399\* Assault (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

### CATEGORY/ OFF CODE

### OFFENSE DESCRIPTION

#### ABORTION

- 1401 Abortional Act On Other
- 1402 Abortional Act On Self
- 1403 Submission To Abortional Act
- 1404 Abortifacient (in MIS, indicate selling, mfg., delivering, etc.)
- 1499 Abortion (describe offense in MIS Field)

#### THREATS

- 1601\* Threat - Federal Protectees (president, vice-president, etc.)
- 1602\* Threat - Terroristic-State Offenses

#### MATERIAL WITNESS

- 1701\* Material Witness - State/Local
- 1702\* Material Witness - Federal

#### ARSON

- 2001\* Arson - Business-Endangered Life
- 2002\* Arson - Residence-Endangered Life
- 2003\* Arson - Business-Defraud Insurer
- 2004\* Arson - Residence-Defraud Insurer
- 2005\* Arson - Business
- 2006\* Arson - Residence
- 2007\* Burning Of (explain in MIS Field)
- 2008\* Arson - Public-Building-Endangered Life
- 2009\* Arson - Public-Building
- 2099\* Arson (describe offense in MIS Field)

#### EXTORTION

- 2101 Extortion - Threat Injure Person
- 2102 Extortion - Threat Damage Property
- 2103 Extortion - Threat Injure Reputation
- 2104 Extortion - Threat Accuse Person Of Crime
- 2105 Extortion - Threat Of Informing Of Vio.
- 2199 Extortion (describe offense in MIS Field)

#### BURGLARY

- 2201\* Burglary - Safe-Vault
- 2202\* Burglary - Forced Entry-Residence
- 2203\* Burglary - Forced Entry-Nonresidence
- 2204\* Burglary - No Forced Entry-Residence
- 2205\* Burglary - No Forced Entry-Nonresidence
- 2206\* Burglary Tools - Possession
- 2207\* Burglary - Banking-Type Institution
- 2299\* Burglary (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE

OFFENSE DESCRIPTION

### LARCENY

2301\* Pocketpicking  
2302\* Purse Snatching - No Force  
2303\* Shoplifting  
2304\* Larceny - Parts From Vehicle  
2305\* Larceny - From Auto  
2306\* Larceny - From Shipment  
2307\* Larceny - From Coin Machine  
2308\* Larceny - From Building  
2309\* Larceny - From Yards  
2310\* Larceny - From Mails  
2311\* Larceny - From Banking-Type Institution  
2312\* Larceny - From Interstate Shipment  
2313\* Obstruct Correspondence (postal violation)  
2314\* Theft of US Government Property  
2315\* Larceny On US Government Reservation  
2316\* Larceny - Postal  
2399\* Larceny (describe offense in MIS Field)

### STOLEN VEHICLE (Theft, Sale, Receipt, etc.)

2401\* Theft And Sale Vehicle  
2402\* Theft And Strip Vehicle  
2403\* Theft And Use Vehicle Other Crime  
2404\* Vehicle Theft  
2405\* Theft Vehicle By Bailee  
2406\* Receive Stolen Vehicle  
2407\* Strip Stolen Vehicle  
2408\* Possess Stolen Vehicle  
2409\* Interstate Transportation Of Stolen Vehicle  
2410\* Aircraft Theft  
2411\* Unauthorized Use Of Vehicle (includes joy riding)  
2499\* Stolen Vehicle (describe offense in MIS Field)

### FORGERY (COUNTERFEITING)

2501\* Forgery Of Checks  
2502\* Forgery Of (identify object in MIS Field)  
2503\* Counterfeiting Of (identify object in MIS Field)  
2504\* Pass Forged (identify object in MIS Field; use "pass" for "utter" and/or "distribute")  
2505\* Pass Counterfeited (identify object in MIS Field; use "pass" for "utter" and/or "distribute")  
2506\* Possess Forged (identify object in MIS Field)  
2507\* Possess Counterfeited (identify object in MIS Field)  
2508\* Possess Tools For (indicate "forgery" or "counterfeiting" in MIS Field)  
2509\* Transport Forged (identify object in MIS Field)  
2510\* Transport Counterfeited (identify object in MIS Field)  
2511\* Transport Tools For (indicate "forgery" or "counterfeiting" in MIS Field)  
2589\* Forgery (describe offense in MIS Field)  
2599\* Counterfeiting (describe offense in MIS Field)

Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE    OFFENSE DESCRIPTION

### FRAUDULENT ACTIVITIES

2601    Fraud - Confidence Game  
2602    Fraud - Swindle  
2603    Mail Fraud  
2604    Fraud - Impersonation  
2605    Fraud - Illegal Use Of Credit Cards  
2606    Fraud - Insufficient Funds Check  
2607    Fraud - False Statement  
2608    Fraud By Wire  
2699    Fraud (describe offense in MIS Field)

### EMBEZZLEMENT

2701    Embezzle - Business Property  
2702    Embezzle - Interstate Shipment  
2703    Embezzle - Banking-Type Institution  
2704    Embezzle - Public Property (U.S., state, county, city property)  
2705    Embezzle - Postal  
2799    Embezzle (describe offense in MIS Field)

### STOLEN PROPERTY

2801    Sale of Stolen Property  
2802    Transport Interstate Stolen Property  
2803    Receive Stolen Property  
2804    Possess Stolen Property  
2805    Conceal Stolen Property  
2899    Stolen Property (describe offense in MIS Field)

### DAMAGE PROPERTY

2901    Damage Property - Business  
2902    Damage Property - Private  
2903    Damage Property - Public  
2904    Damage Property - Business - With Explosive (describe type in MIS Field)  
2905    Damage Property - Private - With Explosive (describe type in MIS Field)  
2906    Damage Property - Public - With Explosive (describe type in MIS Field)  
2999    Damage Property (describe offense in MIS Field)

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Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/ OFF CODE	OFFENSE DESCRIPTION
-----------------------	---------------------

### DANGEROUS DRUGS

3501	Hallucinogen (Not to include marijuana) - Manufacturing
3502	Hallucinogen (Not to include marijuana) - Distributing
3503	Hallucinogen (Not to include marijuana) - Selling
3504	Hallucinogen (Not to include marijuana) - Possession
3505	Hallucinogen (Not to include marijuana) (describe offense in MIS Field)
3510	Heroin - Selling
3511	Heroin - Smuggling
3512	Heroin - Possession
3513	Heroin - (describe offense in MIS Field)
3520	Opium Or Derivative - Selling
3521	Opium Or Derivative - Smuggling
3522	Opium Or Derivative - Possession
3523	Opium Or Derivative (describe offense in MIS Field)
3530	Cocaine - Selling
3531	Cocaine - Smuggling
3532	Cocaine - Possession
3533	Cocaine (describe offense in MIS Field)
3540	Synthetic Narcotic - Selling
3541	Synthetic Narcotic - Smuggling
3542	Synthetic Narcotic - Possession
3543	Synthetic Narcotic (describe offense in MIS Field)
3550	Narcotic Equipment - Possession
3560	Marijuana - Selling
3561	Marijuana - Smuggling
3562	Marijuana - Possession
3563	Marijuana - Producing
3564	Marijuana (describe offense in MIS Field)
3570	Amphetamine - Manufacturing
3571	Amphetamine - Selling
3572	Amphetamine - Possession
3573	Amphetamine (describe offense in MIS Field)
3580	Barbiturate - Manufacturing
3581	Barbiturate - Selling
3582	Barbiturate - Possession
3583	Barbiturate (describe offense in MIS Field)
3599	Dangerous Drugs (describe offense in MIS Field)

Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

SEX OFFENSES (Not involving sexual assault or commercialized sex. See SEXUAL ASSAULT and ASSAULT Categories.)

3601 Sex Offense - Against Child - Fondling  
3602 Homosexual Act With Girl  
3603 Homosexual Act With Boy  
3604 Incest With Minor  
3605 Indecent Exposure  
3606 Bestiality  
3607 Incest With Adult  
3608 Seduction Of Adult  
3609 Homosexual Act With Woman  
3610 Homosexual Act With Man  
3611 Peeping Tom  
3699 Sex Offense (describe offense in MIS Field)

### OBSCENITY

3700 Obscene Material (describe offense in MIS Field)  
3701 Obscene Material - Manufacturing  
3702 Obscene Material - Selling  
3703 Obscene Material - Mailing  
3704 Obscene Material - Possession  
3705 Obscene Material - Distributing  
3706 Obscene Material - Transporting  
3707 Obscene Communication  
3799 Obscenity (describe offense in MIS Field)

### FAMILY OFFENSES

3801 Neglect Family  
3802 Cruelty Toward Child  
3803 Cruelty Toward Wife  
3804 Bigamy  
3805 Contributing To The Delinquency Of A Minor  
3806 Neglect Child  
3807 Nonpayment Of Alimony  
3808 Nonsupport Of Parent  
3899 Family Offense (describe offense in MIS Field)

### GAMBLING

3901 Bookmaking  
3902 Card Game - Operating  
3904 Card Game  
3905 Dice Game - Operating  
3907 Dice Game  
3908 Gambling Device - Possession  
3909 Gambling Device - Transporting  
3910 Gambling Device - Not Registered  
3911 Gambling Device  
3912 Gambling Goods - Possession  
3913 Gambling Goods - Transporting  
3914 Gambling Goods  
3915 Lottery - Operating  
3916 Lottery - Runner  
3918 Lottery  
3919 Sports Tampering  
3920 Transmit Wager Information  
3921 Establish Gambling Place  
3999 Gambling (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

### COMMERCIALIZED SEXUAL OFFENSES

4001      Keeping House Of Ill Fame  
4002      Procure For Prostitute (pimping)  
4003      Commercial Sex - Homosexual Prostitution  
4004      Prostitution  
4005      Frequent House Of Ill Fame  
4006      Transport Female Interstate For Immoral Purpose  
4099      Commercial Sex (describe offense in MIS Field)

### LIQUOR (Not to include tax and revenue matters or driving under the influence.)

4101      Liquor - Manufacturing  
4102      Liquor - Selling  
4103      Liquor - Transporting  
4104      Liquor - Possession  
4199      Liquor (describe offense in MIS Field)

### OBSTRUCTING THE POLICE

4801      Resisting Officer  
4802      Obstructing Criminal Investigation  
4803      Making False Report  
4804      Evidence - Destroying  
4805      Witness - Dissuading  
4806      Witness - Deceiving  
4807      Refusing To Aid Officer  
4808      Compounding Crime  
4809      Unauthorized Communication With Prisoner  
4810      Illegal Arrest  
4811      Crossing Police Lines  
4812      Failure To Report Crime  
4813      Failing To Move On  
4899      Obstructing Police (describe offense in MIS Field)

### FLIGHT - ESCAPE

4901\*      Escape - (identify original offense committed by violator in MIS Field and enter date of escape in DOW Field.)  
4902\*      Flight To Avoid Prosecution, Confinement, or Giving Testimony (When the Federal charge is unlawful flight (UFAC, UFAP, or UFAT), enter code 4902 in the Offense (OFF) Field. In the Miscellaneous (MIS) Field enter UFAC, UFAP, or UFAT followed by a description of the local charge, for example, UFAP-MURDER.)  
4903\*      Aiding Prisoner Escape (identify type institution in MIS Field)  
4904\*      Harboring Escapee or Fugitive  
4999\*      Flight-Escape (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

### OBSTRUCTING JUDICIARY, CONGRESS, LEGISLATURE, OR A COMMISSION

5001 Bail - Secured Bond  
5002 Bail - Personal Recognizance  
5003 Perjury  
5004 Perjury - Subornation Of  
5005 Contempt Of Court - (identify original offense committed by violator in MIS Field)  
5006 Obstructing Justice  
5007 Obstructing Court Order  
5008 Misconduct - Judicial Officer  
5009 Contempt Of Congress  
5010 Contempt Of Legislature  
5011 Parole Violation - (identify original offense committed by violator in MIS Field)  
5012 Probation Violation - (identify original offense committed by violator in MIS Field)  
5013 Conditional Release Violation  
5014 Mandatory Release Violation  
5015 Failure to Appear - (identify original offense committed by violator in MIS Field)  
5099 Obstructing (must describe offense in MIS Field; specify Judiciary, Congress, Legislature, or Commission)

### BRIBERY

5101 Bribe - Giving  
5102 Bribe - Offering  
5103 Bribe - Receiving  
5104 Bribe (describe offense in MIS Field)  
5105 Conflict Of Interest  
5106 Gratuity - Giving  
5107 Gratuity - Offering  
5108 Gratuity - Receiving  
5109 Gratuity (describe offense in MIS Field)  
5110 Kickback - Giving  
5111 Kickback - Offering  
5112 Kickback - Receiving  
5113 Kickback (describe offense in MIS Field)  
5199 Bribery (describe offense in MIS Field)

### WEAPON OFFENSES

5201 Altering Identification On Weapon (specify weapon in MIS Field)  
5202 Carrying Concealed Weapon (specify weapon in MIS Field)  
5203 Carrying Prohibited Weapon (specify weapon in MIS Field)  
5204 Explosives - Teaching Use (specify in MIS Field)  
5205 Explosives - Transporting (specify in MIS Field)  
5206 Explosives - Using (specify in MIS Field)  
5207 Incendiary Device - Possession (specify device in MIS Field)  
5208 Incendiary Device - Using (specify device in MIS Field)  
5209 Incendiary Device - Teaching Use (specify device in MIS Field) (Do not use if ARSON)  
5210 Licensing - Registration of Weapon (specify weapon in MIS Field)  
5211 Explosives - Possession (specify in MIS Field)  
5212 Possession Of Weapon (specify weapon in MIS Field)  
5213 Firing Weapon (specify weapon in MIS Field)  
5214 Selling Weapon (specify weapon in MIS Field)  
5215 Threat To Bomb (specify in MIS Field)  
5216 Threat To Burn (specify in MIS Field)  
5299 Weapon Offense (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

### PUBLIC PEACE

5301 Anarchism  
5302 Riot - Inciting  
5303 Riot - Engaging In  
5304 Riot - Interfere Fireman  
5305 Riot - Interfere Officer  
5306 Riot (describe offense in MIS Field)  
5307 Assembly - Unlawful  
5309 Harassing Communication  
5310 Desecrating Flag  
5311 Disorderly Conduct (specify conduct in MIS Field)  
5399 Public Peace (describe offense in MIS Field)

### TRAFFIC OFFENSES

5401 Hit And Run  
5402 Transportation Of Dangerous Material  
5403 Driving Under Influence Of Drugs  
5404 Driving Under Influence Of Liquor  
5499 Traffic Offense (describe offense in MIS Field; Records with this OFF code are not sent to NCIC.)

### HEALTH - SAFETY

5501 Drugs - Adulterated  
5502 Drugs - Misbranded  
5503 Drugs (describe offense in MIS Field)  
5510 Food - Adulterated  
5511 Food - Misbranded  
5512 Food (describe offense in MIS Field)  
5520 Cosmetics - Adulterated  
5521 Cosmetics - Misbranded  
5522 Cosmetics (describe offense in MIS Field)  
5599 Health - Safety (describe offense in MIS Field)

### CIVIL RIGHTS

5699 Civil Rights (describe offense in MIS Field)

### INVASION OF PRIVACY

5701 Divulge Eavesdrop Information  
5702 Divulge Eavesdrop (Order)  
5703 Divulge Message Contents  
5704 Eavesdropping (describe offense in MIS Field)  
5705 Eavesdropping Equipment (describe offense in MIS Field)  
5706 Opening Sealed Communication  
5707 Trespassing (describe offense in MIS Field)  
5708 Wiretap - Failure To Report  
5799 Invade Privacy (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

CATEGORY/  
OFF CODE

OFFENSE DESCRIPTION

### SMUGGLING

- 5801 Smuggle Contraband (specify type in MIS Field)
- 5802 Smuggle Contraband Into Prison (specify type in MIS Field)
- 5803 Smuggle To Avoid Paying Duty (specify type in MIS Field)
- 5899 Smuggling - (describe in MIS Field)

### ELECTION LAWS

- 5999 Election Laws (describe in MIS Field)

### ANTITRUST

- 6099 Antitrust (further describe in MIS Field)

### TAX REVENUE

- 6101 Income Tax (describe offense further in MIS Field)
- 6102 Sales Tax (describe offense further in MIS Field)
- 6103 Liquor Tax (describe offense further in MIS Field)
- 6199 Tax Revenue (describe offense in MIS Field)

### CONSERVATION

- 6201 Conservation - Animals (describe offense further in MIS Field)
- 6202 Conservation - Fish (describe offense further in MIS Field)
- 6203 Conservation - Birds (describe offense further in MIS Field)
- 6204 Conservation - License-Stamp (describe offense in MIS Field)
- 6205 Conservation - Environment (describe offense in MIS Field)
- 6299 Conservation (describe offense in MIS Field)

### CRIMES AGAINST PERSON

- 7099 Crimes Against Person (must describe offense and weapon, if used, in MIS Field)

### PROPERTY CRIMES

- 7199 Property Crimes (must describe offense and weapon, if used, in MIS Field)

### MORALS - DECENCY CRIMES

- 7299 Morals - Decency Crimes (must describe offense and weapon, if used, in MIS Field)

### PUBLIC ORDER CRIMES

- 7399 Public Order Crimes (must describe offense and weapon, if used, in MIS Field)

\*Current enter message is broadcast statewide. See V.G. AUTOMATIC BROADCASTING.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Date of Warrant, Date Felony or Misdemeanor Committed\*, Date of Escape\*
- B. FIELD CODE: DOW
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To document the date of the event -- warrant issued, felony/misdemeanor committed, subject escaped -- that caused the record to be entered. DOW is independent of the date that the record is actually being keyed into the terminal.
- K. ALLOWABLE DATA AND EDITS: Any possible date expressed in month-day-year format (February 4, 1992 is 020492) which is equal to or older than the date of entry. A date in the future compared to the date of entry will be rejected -- a record cannot be entered prior to the event on which that record is based.

\*Date offense committed or date of escape on temporary entries only.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Name of Person
- B. FIELD CODE:   NAM
- C. FIELD LENGTH:   3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Letters, one comma (required), hyphens and spaces.  
NCIC substitutes the number Ø for every letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   Yes
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   Serves as the principal non-numeric identifier in all Persons records. When an inquiry which includes NAM is made, the computer uses a Soundexed-version of the name to search the files. (See Note 9.)
- K. ALLOWABLE DATA AND EDITS:

For purposes of inquiry and entry, the elements of a person's name are: last name (required); comma (required); first name or initial (required); single space (required); middle name(s) or initial(s) if any; and single space after each middle name or initial.

### Examples:

MILLER, ROGER E  
MOORE, R EDWARD  
MURPHY, JAMES RICHARD

The computer edits your message for correct sequence and spacing.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## NAME (NAM) (Continued)

- L. NOTES:
1. Use Complete Name -- If a complete name is available, it should be used. No element should be abbreviated unless the complete name exceeds the 30-character maximum NAM Field length.
  2. Use Exact Spelling for Modification -- When modifying, cancelling, locating or voiding a Wanted Person record, the name must be keyed with the exact spelling and spacing as used in the record on file. For example, if the middle name in the record was entered in full, any modification, cancellation, locate or void for the record must include the full middle name.
  3. Titles and Degrees -- Titles or degrees of individuals, including foreign titles and degrees, and their abbreviations, for example, Jr., Sr., II, III, Mr., Miss, Mrs., Ms., Prof., Ph.D., Capt., Lt., D.D.S., Dr., Rev., etc., are not used in the Name Field; however, a title or degree may be included as an alias when it is known or believed the title or degree may be used by the individual when identifying himself/herself. **(Used on Alias only.)** For example:

BROWN,JOHN WILLIAM REV  
SMITH,ROBERT L MRS

4. Names with Apostrophes -- Names with apostrophes (O'Neal, O'Boyle) should be condensed, eliminating the apostrophe (ONEAL, OBOYLE).
5. Alias Names -- Aliases must be formatted the same as a "main record" name, and entered by means of an Alias Name Message (see Chapter 11). Don't confuse alias names with nicknames.

NOTE: The National Center for Missing and Exploited Children (NCMEC) has determined that the entry of the mother's maiden name with the juvenile's given first name as an alias has been beneficial in locating missing children, and children kidnapped by a non-custodial mother. There have been recoveries of missing juveniles enrolled in school under the mother's maiden name, and runaway juveniles who have used their mother's maiden surname.

### Example:

MASTER RECORD NAME: WEBSTER, NICK J.  
ALIAS: PIERCE, NICK J.

Enter the juvenile's given last and first name as the master name.

Enter the juvenile's mother's maiden surname, and juvenile's given firstname as an alias.

NAME (NAM) (Continued)

6. Persons with One Name -- Enter the only name as the surname and an alphabetic X as the first name. Abbreviations such as NFN (no first name) should not be used in place of the X.
7. Hispanic and Other Compound Names -- For Hispanic names, which often contain compound surnames (paternal and maternal), the full name including both surnames, if known, should be entered in the Name Field. For example:

Person's Name	-	Jose Rodriguez-Gonzalez	(hyphenated)
LEADS/NCIC Name	-	RODRIGUEZ-GONZALEZ,JOSE	
Person's Name	-	Jose Rodriguez Gonzalez	(non-hyphenated)
LEADS/NCIC Name	-	RODRIGUEZ GONZALEZ,JOSE	
Person's Name	-	Jose Rodriguez y Gonzalez	(Spanish letter "y"
LEADS/NCIC Name	-	RODRIGUEZ Y GONZALEZ,JOSE	in place of hyphen)

Additionally, each surname component of the full name must be entered individually as a separate alias record entry (see Chapter 11) to supplement the Wanted Person record already in file. This will ensure the possibility of a hit, should either surname be inquired upon.

When entering each surname component individually as an alias, do not enter the hyphen or letter "y" if present in the name. Using the above name as an example, the following two aliases would be appended to the main record:

AKA/RODRIGUEZ,JOSE  
AKA/GONZALEZ,JOSE

Other compound surnames should be entered in the same manner as described above.

8. Oriental Names -- For oriental names, the last unit should be entered as the last name in the person's main record. Each of the other units should be entered as the last name in an Alias Name Message, with the other units shown as first and middle name. For example:

<u>Main Record</u>	<u>Alias Name Messages</u>
NAM/KUNG,BRUCE LEE	BRUCE,LEE KUNG LEE,KUNG BRUCE



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## NAME (NAM) (Continued)

9. Soundexed Hits -- When an inquiry by name is made, the Computerized Hot Files are searched by the soundex-coded name and whatever numeric identifier was supplied in the inquiry. Because some names are coded alike even though they are spelled differently, a record on a person with the same numeric identifier but a different name could be returned as a hit. For example, an inquiry by NAM/RYAN,GEORGE.SEX/M.DOB/101042. could produce a record on NAM/RAMOS,GEORGE.SEX/M.DOB/101042. Obviously, it is very important to examine all data fields of a "hit" carefully to make sure that the hit record pertains to the person inquired upon. Refer to the Name Comparison Section in Hit Procedures, Chapter 4.

10. If Name Exceeds Field Length -- If a complete name exceeds the 30-character length of the NAM Field, abbreviate the middle name and enter the full middle name in the MIS Field.

11. "John" or "Jane Doe" Warrants -- When entering a person wanted on this type of warrant, key "Doe,John" or "Doe,Jane" into the NAM Field of the main record. Then enter the victim's name by means of an Alias Name Message (see Chapter 11).

12. Invalid Abbreviations -- Terms and abbreviations such as "FNU", "IO", "LNU", "MNU", "NMI", and "NMN" must not be used.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Sex
- B. FIELD CODE: SEX
- C. FIELD LENGTH: One position.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic -- M for male or F for female.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Used to indicate the subject's sex.
- K. ALLOWABLE DATA AND EDITS: Must be either F for female or M for male.
- L. NOTES: 1. Sex must be included in any Wanted Persons File inquiry that also uses Name. If NAM and DOB exactly match a record on file, but SEX does not match, there will be no hit.



# Illinois LEADS Reference Manual

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Race
- B. FIELD CODE: RAC
- C. FIELD LENGTH: One character.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes. See NOTES.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? N/A
  - CHANGED? Yes
  - DELETED? No
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To indicate the subject's race as an aid in positive identification. Also serves to limit on-line file searches. See NOTES.
- K. ALLOWABLE DATA AND EDITS: Must be one of the five codes listed below:

<u>RAC Code</u>	<u>Race</u>
A	Asian or Pacific Islander
B	Black
I	American Indian or Alaskan Native
U	Unknown
W	White

- L. NOTES:
  - 1. RAC is an optional field for inquiry purposes and may only be used in conjunction with NAM and SEX.
  - 2. The use of race in an inquiry (which is not recommended) limits the search made by the computer and thus reduces the number of records "hit". See the table below.

<u>RACE IN INQUIRY</u>	<u>RACE CODES SEARCHED (LEADS &amp; NCIC)</u>
A	A, B, I, U, W
B	A, B, I, U
I	A, B, I, U, W
U	A, B, I, U, W
W	A, I, U, W

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Place of Birth (state, territorial possession, Canadian province, or foreign country)
- B. FIELD CODE: POB
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC changes all letter O's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |     |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | Yes | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | Yes |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Indicates the state if the subject was born in the U.S. or Mexico, the province if born in Canada, or the country if foreign born. The purpose of the field is to aid in making positive identification of the subject. POB data may be obtained from a Fingerprint Classification Card.
- K. ALLOWABLE DATA AND EDITS: The data in the field must be one of the codes from the tables on the following pages.

NOTE: For POB Codes outside of the United States, see the LIS CODES TABLE FOR FOREIGN COUNTRIES on pages VEH-167 through -169 in Chapter 6, Vehicles.



# Illinois LEADS Reference Manual

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## PLACE OF BIRTH (POB) STATE CODES TABLE\*

(Listed alphabetically by State)

LIS  
or  
POB   STATE

AL Alabama  
AK Alaska  
AZ Arizona  
AR Arkansas  
CA California  
CO Colorado  
CT Connecticut  
DE Delaware  
DC District of Columbia  
FL Florida  
GA Georgia  
HI Hawaii  
ID Idaho  
IL Illinois  
IN Indiana  
IA Iowa  
KS Kansas  
KY Kentucky  
LA Louisiana  
ME Maine  
MD Maryland  
MA Massachusetts  
MI Michigan  
MN Minnesota  
MS Mississippi  
MO Missouri  
MT Montana  
NB Nebraska

LIS  
or  
POB   STATE

NV Nevada  
NH New Hampshire  
NJ New Jersey  
NM New Mexico  
NY New York  
NC North Carolina  
ND North Dakota  
OH Ohio  
OK Oklahoma  
OR Oregon  
PA Pennsylvania  
RI Rhode Island  
SC South Carolina  
SD South Dakota  
TN Tennessee  
TX Texas  
US United States -- Only when  
state of birth of a native  
American is unknown should  
'US' be entered as a POB  
code.  
UT Utah  
VT Vermont  
VA Virginia  
WA Washington  
WV West Virginia  
WI Wisconsin  
WY Wyoming

\*This table also may be used for Driver's License State (DLS) codes.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Date of Birth
- B. FIELD CODE: DOB
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes                      CHANGED? Yes                      DELETED? See NOTES.
- H. ON ENTRY, DATA IS: Required unless another numeric is entered.
- J. PURPOSE AND USAGE: The most important numeric identifier for inquiry purposes. When used in an inquiry, both LEADS and NCIC require an exact match before returning a hit.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate date expressed in month, day, year format (MMDDYY).

The year portion of the DOB is edited in terms of the year of record entry. DOB will be rejected if the difference is less than 10 years. Also, there is no way to represent a DOB for a person over 99 years old.

- L. NOTES:
1. The DOB may be removed from a record only if at least one other numeric identifier is already in the record. (If DOB is to be deleted and another numeric identifier is to be added, use two separate modify messages. Use the first message to add the numeric identifier and the second to delete the DOB.)
  2. LEADS and NCIC allow "00" to be entered for each of one or two of the three elements (month, day, year) that is unknown. For example, if the subject is known to have been born in 1938, but the month and day are not known, DOB/000038 may be entered as long as at least one other numeric identifier is entered. When the year is unknown, it should be noted in the MIS Field so that the year 00 is understood to mean "unknown" instead of the year 1900. For inquiry messages, LEADS and NCIC require a full DOB or none at all.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:    Attained Age
- B. FIELD CODE:    AGE
- C. FIELD LENGTH:    2 positions.
- D. CHARACTER TYPE(S) ALLOWED:    Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?    No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?    No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS:    Required only when DOB is not entered.    See NOTES.
- J. PURPOSE AND USAGE:    To provide the subject's current age in a LEADS response (not NCIC) as an aid to identification. When AGE appears in an Enter Broadcast Message, it eliminates the need to manually compute age from the DOB for anyone using that message, especially telecommunicators who want to quickly relay a description over the radio.
- K. ALLOWABLE DATA AND EDITS:    If AGE is included in a Wanted or Temporary Want record, it must be no less than 10 (years) and no greater than 99 (years). Missing persons under 10 years of age can be entered in the Missing Persons File.
- CAUTION:    The figure for AGE that is submitted in an enter message and subsequently included in the Enter Broadcast Message is not edited against the DOB. This means that the entering terminal operator must manually verify that DOB and AGE agree.
- L. NOTES:    1. The only reason to include AGE in an enter message that also includes DOB is to have AGE appear in the Enter Broadcast Message. AGE is not actually stored in the computer file unless the DOB is unknown and AGE must be entered without a DOB. When DOB is in a record and that record is inquired upon or "hit", the computer automatically computes AGE based on DOB and the date of the inquiry. The computed AGE is returned with the hit whether AGE was part of the original enter message or not.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Height
- B. FIELD CODE: HGT
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To specify the approximate height of the subject in feet and inches.
- K. ALLOWABLE DATA AND EDITS: The first position always represents feet and may be 4, 5, 6, or 7. The last two positions represent inches and may be 00 through 11. Fractions of an inch must be rounded off to the nearest inch. For example:

<u>Actual Height</u>	<u>HGT</u>
5'9"	509
6 Feet Even	600
71 1/4"	511

Edits -- 1. HGT is required to be in the range from four feet (400) to seven feet eleven inches (711) for Wanted Person records.

2. There is no edit on this field for Missing Person records.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Weight
- B. FIELD CODE: WGT
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To specify the subject's approximate weight in pounds to the nearest pound.
- K. ALLOWABLE DATA AND EDITS:
- Edits -- 1. WGT must be within the range of 50 pounds (050) to 499 pounds (499).
2. There is no edit on this field for Missing Person records.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Hair Color
- B. FIELD CODE: HAI
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes a Ø for the letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required. If hair color is not known, enter the code "XXX" in the HAI Field.
- J. PURPOSE AND USAGE: To describe the subject's hair color.
- K. ALLOWABLE DATA AND EDITS: Must be one of the codes listed below.

### HAIR COLOR CODES TABLE

<u>HAI Code</u>	<u>Hair Color</u>
RED	Auburn or Red
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
SDY	Sandy
WHI	White
XXX	Unknown

NOTE: If the subject is bald, or balding, complete the hair field with "XXX" (or the appropriate color code for remaining hair) and the Scars, Marks, Tattoos (SMT/) field with "BALD".



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Eye Color
- B. FIELD CODE: EYE
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes a Ø for the letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required. If eye color is not known, enter the code "XXX" in the EYE Field.
- J. PURPOSE AND USAGE: To describe the subject's eye color.
- K. ALLOWABLE DATA AND EDITS: Must be one of the codes listed below:

### EYE COLOR CODES TABLE

<u>EYE Code</u>	<u>Eye Color</u>
BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolored
PNK	Pink
XXX	Unknown

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Skin Tone or Complexion
- B. FIELD CODE: SKN
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes Ø for the letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To describe the subject's general skin tone or complexion.
- K. ALLOWABLE DATA AND EDITS: Must be one of the codes listed below.

### SKIN TONE AND COMPLEXION CODES TABLE

<u>SKN Code</u>	<u>Skin Tone</u>
ALB	Albino
BLK	Black
DRK	Dark
DBR	Dark Brown
FAR	Fair
LGT	Light
LBR	Light Brown
MED	Medium
MBR	Medium Brown
OLV	Olive
RUD	Ruddy
SAL	Sallow
YEL	Yellow



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: FBI Identification Number
- B. FIELD CODE: FBI
- C. FIELD LENGTH: 1 to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric and alphabetic except the letters I and O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: One of the numerical identifiers which may be used to meet the minimum record entry requirements. The FBI Identification Number is assigned by the FBI Identification Division. When known, the FBI Number should always be included in a Wanted Person record or added by a modify message at the first opportunity.

NCIC Posting of Wanted Person Notices -- When a Wanted Person record entry is forwarded to the NCIC and contains an FBI Number, the same wanted information is posted in the subject's arrest fingerprint record in the FBI Identification Division. This procedure eliminates the need for the wanting agency to submit a Form I-12 (Wanted-Flash-Cancellation Notice) to the FBI Identification Division. The FBI Identification Division will then notify a wanting agency of subsequent fingerprints received which are identified with the wanted person. After receiving this notification, the wanting agency may file a detainer with the arresting agency and must cancel its NCIC Wanted Person record. The Identification Division is advised of the subsequent cancellation of the NCIC record and thereafter cancels the wanted notice posted in the subject's fingerprint record. It is unnecessary for the wanting agency to notify the FBI that it has filed a detainer with the arresting agency.

When entering a record for test or training purposes, do NOT include an FBI number.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FBI IDENTIFICATION NUMBER (FBI) (Continued)

FBI Number Unknown -- If a subject's FBI Number is not known when an entry is made, the Form I-12 should be executed and forwarded to the FBI Identification Division to have a wanted notice placed in the subject's fingerprint record. If no record for the subject is found in the Identification Division, the Form I-12 will be returned with additional instructions for the contributor. Also, an FBI Identification Division record may be requested on the Form I-12 submitted when the subject's FBI Number is unknown.

The modification of an NCIC Wanted Person File record to add or correct an FBI Number will cause a wanted notice to be posted in the subject's Identification Division record. If a Form I-12 is submitted when an NCIC entry is made without an FBI Number and the record is modified at a later date to include the FBI Number, submission of the Form I-12 to remove the wanted notice is not necessary since it will be removed when the NCIC record is cancelled.

Requesting NCIC Identification Record (SIR) -- A user may request a copy of a subject's FBI Identification Division record by placing the acronym SIR (Send Identification Record) as the last item of the Miscellaneous (MIS) Field of an NCIC Wanted Person File entry that contains an FBI Number. A wanted notice will not be posted in the Identification Division nor will an Identification Division Record be forwarded when the NCIC entry contains an incorrect FBI Number. When an entry contains an incorrect FBI Number, the ORI will be notified and requested to correct the NCIC record using a modification message.

- K. ALLOWABLE DATA AND EDITS: Enter the complete FBI Identification Number (assigned to the subject by the FBI Identification Division), if known, including any alpha character which is part of the number. For example:

12345      1234567      12345G      416249J4      398468J11

### Old Format

An FBI Number with one or no alpha characters means the number is an "Old" one.

If the FBI Identification Number contains a letter "A" thru "H", no numerals will follow the letter.

Where the letter "J" or a higher alpha character (letter) is contained in the FBI Identification Number, the alpha will always be followed by one or two numerics. The numeric(s) to the right of the letter "J" (or higher -- for example, K, L, M, N, etc.) are check-digits for determining if the FBI Identification Number is a valid number and/or properly recorded.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

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## FBI IDENTIFICATION NUMBER (FBI) (Continued)

### New Format

A new FBI Number may have from one to six numerics in the first six positions, followed by two alphabets, followed by one numeric. The first alpha character cannot be B, G, I, O, Q, S, U, Y, and Z. The second alpha character must be A, B, or C. The next position must be numeric.

Example: 1AA1  
23CB2  
456DC7  
7891EAØ

The letters "I" and "O" are not assigned for use in FBI Identification Numbers.

NOTE: If you make a hot file inquiry that produces a positive NCIC response containing an FBI Number, then NCIC will automatically generate a second inquiry to search for any other NCIC records with a matching FBI Number. This could result in multiple responses from NCIC.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Illinois State Identification Number
- B. FIELD CODE: SID (previously BCI)
- C. FIELD LENGTH: 7 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes for LEADS; No for NCIC
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional
- J. PURPOSE AND USAGE: Stored in LEADS file, but not in NCIC. SID provides an additional numeric identifier. SID may not be the only numeric identifier used when entering a record.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate SID number. Do not include 'IL' at the front of the number. It may also be necessary to drop the last digit (may be a zero) if the SID is too long for the field.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Fingerprint Classification
- B. FIELD CODE: FPC
- C. FIELD LENGTH: 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |            |                 |            |                 |            |
|---------------|------------|-----------------|------------|-----------------|------------|
| <u>ADDED?</u> | <u>Yes</u> | <u>CHANGED?</u> | <u>Yes</u> | <u>DELETED?</u> | <u>Yes</u> |
|---------------|------------|-----------------|------------|-----------------|------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Aids in subject identification when evaluated against a fingerprint card by a qualified analyst.
- K. ALLOWABLE DATA AND EDITS: The NCIC fingerprint classification is comprised of exactly 20 characters in a 20-position field. Two characters represent each finger as follows:

<u>Positions in FPC</u>	<u>Finger Represented</u>
1 and 2	Right thumb
3 and 4	Right index
5 and 6	Right middle
7 and 8	Right ring
9 and 10	Right little
11 and 12	Left thumb
13 and 14	Left index
15 and 16	Left middle
17 and 18	Left ring
19 and 20	Left little

### FINGERPRINT CLASSIFICATION CODES

<u>PATTERN TYPE</u>	<u>PATTERN SUBGROUP</u>	<u>FPC CODE</u>
Arch	Plain Arch	AA
	Tented Arch	TT
Loop	Radial Loop*	Two numeric characters. Determine actual ridge count and add fifty (50). For example, if the ridge count of a radial loop is 16, add 50 to 16 for a sum of 66. Enter this sum (66) in the appropriate finger position of the FPC Field.

\* Code RR was previously used to designate a radial loop. Some FPC's entered prior to adoption of the current method may still show this pattern as RR.

## FINGERPRINT CLASSIFICATION (FPC) (Continued)

PATTERN TYPE	PATTERN SUBGROUP	FPC CODE
Loop	Ulnar Loop	Two numeric characters indicating actual ridge count (less than 50). For example, a ridge count of 14, enter as 14; a ridge count of 9, enter as 09.
Whorl <sup>1</sup>	Plain Whorl	
	Inner	PI
	Meeting	PM
	Outer	PO
	Central Pocket Loop Whorl	
	Inner	CI
	Meeting	CM
	Outer	CO
	Double Loop Whorl	
	Inner	DI
	Meeting	DM
	Outer	DO
	Accidental Whorl	
	Inner	XI
	Meeting	XM
	Outer	XO
Missing/Amputated Finger <sup>2</sup>		XX
Scarred/Mutilated Pattern <sup>3</sup>		SR

The NCIC FPC for a set of fingerprints made up of all ulnar loops might read: 12101116141109111713. A combination of loops and whorls with an amputated right index finger might read 12XX11C0141159TTCI13.

<sup>1</sup> Prior to adoption of the above method for coding whorl patterns, this pattern was divided into inner, meeting, and outer subgroups only with codes II, MM, and 00, respectively. Some older records may show the codes II, MM, and 00.

<sup>2</sup> Code XX is used only in instances of missing and totally/partly amputated fingers which condition makes it impossible to accurately classify an impression according to the above instructions for NCIC FPC. It is recognized that under the Henry System, if a finger is missing or amputated, it is given a classification identical to the opposite finger; however, this must not be done in the NCIC FPC since the location of finger or fingers missing/amputated is not indicated.

<sup>3</sup> Code SR is used only in instances in which the fingerprint cannot be accurately classified because of complete scarring or mutilation and a classifiable print cannot be obtained. As in the case of missing and amputated fingers, the procedure for assigning the classification of the opposite finger, as is done under the Henry System, should not be used for the NCIC FPC.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Social Security Number
- B. FIELD CODE:   SOC
- C. FIELD LENGTH:   9 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   May be used to meet the minimum requirement for one numerical identifier.
- K. ALLOWABLE DATA AND EDITS:   Any legitimate, 9-digit Social Security Number entered without dashes. For example, Social Security Number 334-40-0311 would be entered as SOC/334400311.

Edits -- Must be nine numeric characters not less than 001010001. The use of a 6, 8, or 9 as the first character or 00 in the fourth and fifth positions is prohibited.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Driver's/Operator's License State (Jurisdiction) of Issue
- B. FIELD CODE: DLS or OLS (See Note 1)
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes number Ø for the letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No (See Note 5).
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                          |                     |                            |
|--------------------------|---------------------|----------------------------|
| <u>ADDED?</u> See Note 3 | <u>CHANGED?</u> Yes | <u>DELETED?</u> See Note 4 |
|--------------------------|---------------------|----------------------------|
- H. ON ENTRY, DATA IS: Optional (See Note 2).
- J. PURPOSE AND USAGE: Allows an investigating officer to obtain the subject's driving record. DLS may only be entered in combination with DLN and DLY in the same record.
- K. ALLOWABLE DATA AND EDITS: Any 2-letter code listed in the Place of Birth Code Tables found in the Field Description for "Place of Birth". Enter the appropriate code for the jurisdiction -- state, territory, province or foreign country -- which issued the license.
- Enter code "US" for a pilot's license issued by the FAA. For a pilot's license issued by a foreign country, enter the appropriate code from the Place of Birth Code Tables.
- L. NOTES:
1. LEADS uses code "DLS" to name this field whereas other states and NCIC use "OLS".
  2. DLS is required if DLN is to be entered.
  3. DLS may only be added if DLN and DLY are both added in the same modification message.
  4. DLS may only be deleted if DLN and DLY are both deleted in the same modification message.
  5. When running an inquiry with DLN, DLS may be included or omitted; the results of the "hot" check will be the same either way. However, if the inquiry is also intended to include a driver's license check (10-27), the DLS must be specified unless it is IL. In other words, when DLS is not specified in an inquiry, LEADS assumes the license was issued by the Illinois SOS.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Driver's/Operator's License Number
- B. FIELD CODE: DLN or OLN (See Note 1.)
- C. FIELD LENGTH: 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric. NCIC always changes the letter O to the number 0.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? See NOTES.
  - CHANGED? Yes
  - DELETED? See NOTES.
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Serves as a numeric identifier. Can be used to meet minimum entry requirements.
- K. ALLOWABLE DATA AND EDITS: The complete motor vehicle driver's license number must be used omitting spaces, hyphens, and symbols. Insure that any alpha characters which are part of the license number are entered, but do not add a state code prefix (such as IL for Illinois) unless this is actually part of the number itself.

The computer will compare the first position (which is a letter) of an Illinois DLN to the first letter of the last name used for wanted entry to ensure a match. Additionally, the 8th and 9th positions of the DLN will be compared to the year of birth to ensure a match. These edits have been installed to prevent the inadvertent entry of a DLN that does not belong with the name and/or DOB used for entry. This situation frequently occurs when an agency is entering multiple wanted records back to back.

A license issued by the Federal Aviation Administration (FAA) for operation of an aircraft may be entered in a Hot Files record. When a pilot's license is entered, a comment must be made in the MIS Field indicating that the license is not a motor vehicle operator's license. For example:

### OLN/PILOTS LIC

- L. NOTES:
  - 1. LEADS uses code "DLN" to name this field whereas most other states and NCIC use "OLN".
  - 2. DLN may be added if DLS and DLY are both added in the same modification message.
  - 3. DLN may be deleted if DLS and DLY are both deleted in the same modification message.

## FIELD DESCRIPTION

- A. FIELD NAME: Driver's/Operator's License Year of Expiration
- B. FIELD CODE: DLY or OLY (See Note 1)
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? See NOTES.      CHANGED? Yes      DELETED? See NOTES.
- H. ON ENTRY, DATA IS: Optional. See NOTES.
- J. PURPOSE AND USAGE: Tells when the operator's license will expire or has already expired.
- K. ALLOWABLE DATA AND EDITS: Enter the last two digits of the highest year in which the driver's (or pilot's) license is valid. For example, if a license is valid through June, 1987, enter 87.

For a nonexpiring license that is valid indefinitely or valid until revoked, enter two zeros (00).

If the year of expiration is unknown, but the operator's license number and state of issue are known, the current year may be entered as the year of expiration if the correct year of expiration cannot be obtained from the driver's licensing authority of the issuing state.

An expired driver's license may be entered if current license data is unknown.

- L. NOTES:
1. LEADS uses code "DLY" to name this field whereas other states and NCIC use "OLY".
  2. DLY is required only if DLN is to be entered.
  3. DLY may be added if DLN and DLS are added in the same modify message.
  4. DLY may be deleted if DLN and DLS are deleted in the same modify message.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Miscellaneous Identifying Number
- B. FIELD CODE: MNU
- C. FIELD LENGTH: 4-15 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphanumeric, numeric, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                            |
|-------------------|---------------------|----------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> See NOTES. |
|-------------------|---------------------|----------------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To permit the entry of one of a variety of numeric identifiers that might aid in the identification of the subject. An MNU may be used as the only numeric identifier in a record as long as the MNU is not an Originating Agency Police or Identification Number (prefix code OA-).
- K. ALLOWABLE DATA AND EDITS: The first three positions must be one of the MNU Prefix Codes including a hyphen (-) as listed in the table on the next page. The remainder of the field may contain any valid number as identified by the prefix code.
- L. NOTES:
1. The MNU may be deleted as long as the record contains at least one other numeric identifier.
  2. U.S. Military services are now using Social Security numbers for identification of military personnel. This use applies to active duty, reserve, and retired servicemen. Enter this number in both the MNU and SOC Fields of the Person record format. For example, if a subject has Social Security Number 420-19-0210 and Army serial number 420190210, the SOC Field should contain 420190210, and the MNU Field should contain AS-420190210.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## MISCELLANEOUS IDENTIFYING NUMBER (MNU) CODES TABLE

MNU PREFIX CODE	MISCELLANEOUS NUMBER
AF-	Air Force Serial Number*
AS-	Air National Guard Serial Number*
AR-	Alien Registration Number
AS-	Army Serial Number*
CI-	Canadian Social Insurance Number
MC-	Marine Corps Serial Number
MD-	Mariner's Document or Identification Number
AS-	National Guard Serial Number*
NS-	Navy Serial Number
OA-	Originating Agency Police or Identification Number**
PP-	Passport Number
PI-	Personal Identification Number such as a state-issued Photo ID card from Illinois SOS or a FOID (Firearms Owner Identification) Card
PS-	Port Security Card Number
MP-	Royal Canadian Mounted Police Identification or Fingerprint Section (FPS) Number
SS-	Selective Service Number
CG-	U.S. Coast Guard Serial Number
VA-	Veterans Administration Claim Number

\* Omit any alpha character(s) prefixed to Air Force, Air National Guard, Army, and National Guard serial numbers. For example, Army serial number RA18901645 and National Guard serial number NG21001999 would be entered as AS-18901645 and AS-21001999, respectively.

\*\* This cannot be used as the only numeric identifier in a record. Note that an NCIC message will show a prefix of 0A- but LEADS requires that the first position contain the letter O.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Scars, Marks, Tattoos, etc.
- B. FIELD CODE: SMT
- C. FIELD LENGTH: 4-10 positions.
- D. CHARACTER TYPE(S) ALLOWED: Specific alphabetic codes including spaces. NCIC substitutes the numeral Ø for each letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Varies. See K.
- J. PURPOSE AND USAGE: By using standardized codes representing permanent body markings, deformities, or missing or artificial body parts, this field may be used in off-line searches to produce a list of possible suspects. Also serves as an aid to positive identification of subjects.
- K. ALLOWABLE DATA AND EDITS: SMT data is not required unless you have provided an explanation/description of scars, marks, tattoos or physical condition in the MIS Field. If such is the case, the SMT Field must have a code or NCIC will cancel your record. Data must be one of the codes from the tables beginning on the next page. Any spaces embedded in a code must be entered exactly as shown in the tables.

### SMT CATEGORY INDEX

<u>PAGE</u>	<u>CATEGORY</u>
102	Artificial (ART) Body Parts and Aids
102	Deafness
102	Deformities
103	Drugs of Abuse (DA)
103	Eye Disorders
103	Fractured (FRC) Bones
104	Medical Conditions and Diseases (MC)
105	Medical Devices (MED)
105	Missing (MISS) Body Parts and Organs
106	Moles (MOLE)
106	Needle ("Track") Marks (NM)
107	Other Physical Characteristics
107	Scars (SC)
108	Skin Discolorations (DISC)
109	Tattoos (TAT)
110	Therapeutic Drugs (TD)

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Artificial (ART) Body Parts and Aids

ART L ARM	Arm, left, artificial
ART R ARM	Arm, right, artificial
BRAC L ARM	Brace, left, arm
BRAC R ARM	Brace, right, arm
BRACE BACK	Brace, back
BRAC L LEG	Brace, left, leg
BRAC R LEG	Brace, right, leg
BRACE NECK	Brace, neck
BRAC TEETH	Braces, teeth
CON LENSES	Contact eye lenses
DENT LOW	Denture, lower
DENT UP	Denture, upper
DENT UP LO	Denture, upper and lower
ART L EAR	Ear, left, artificial
ART R EAR	Ear, right, artificial
ART L EYE	Eye, left, artificial
ART R EYE	Eye, right, artificial
ART L FT	Foot, left, artificial
ART R FT	Foot, right, artificial
GLASSES	Glasses (prescription)
ART L HND	Hand, left, artificial
ART R HND	Hand, right, artificial
HEAR AID	Hearing aid
ART L LEG	Leg, left, artificial
ART R LEG	Leg, right, artificial

### Deafness

DEAF EAR	Deaf, ear (nonspecific)
DEAF L EAR	Deaf, left ear
DEAF R EAR	Deaf, right ear
DEAF	Deaf, left and right ears
DEAF MUTE	Deaf-mute (Also see MUTE Under Deformities)

### Deformities

CAUL L EAR	Cauliflower ear, left
CAUL R EAR	Cauliflower ear, right
CLEFT PAL	Cleft palate
CRIP L ARM	Crippled arm, left
CRIP R ARM	Crippled arm, right
CRIP L FGR	Crippled finger(s), left hand (includes webbed fingers)
CRIP R FGR	Crippled finger(s), right hand (includes webbed fingers)
CRIP L FT	Crippled foot, left (includes clubfoot)
CRIP R FT	Crippled foot, right (includes clubfoot)
CRIP L HND	Crippled hand, left
CRIP R HND	Crippled hand, right
CRIP L LEG	Crippled leg, left
CRIP R LEG	Crippled leg, right
CRIP L TOE	Crippled toe(s), left
CRIP R TOE	Crippled toe(s), right
DEV SEPTUM	Deviated septum
EXTR BRST	Extra breast, (nonspecific)
EXTR CBRST	Extra breast, center
EXTR LBRST	Extra breast, left
EXTR RBRST	Extra breast, right
EXTR L FGR	Extra finger(s), left hand
EXTR R FGR	Extra finger(s), right hand

Deformities Continued On Next Page



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

CATEGORY	SMT CODE	DESCRIPTION
<u>Deformities (Continued)</u>		
	EXTR NIP	Extra nipple (nonspecific)
	EXTR C NIP	Extra nipple, center
	EXTR L NIP	Extra nipple, left
	EXTR R NIP	Extra nipple, right
	EXTR L TOE	Extra toe(s), left foot
	EXTR R TOE	Extra toe(s), right foot
	HARELIP	Harelip
	HUMPBACED	Humpbacked
	MUTE	Mute (To be used if person is mute but not deaf.)
	PROT U JAW	Protruding upper jaw
	PROT L JAW	Protruding lower jaw
	SHRT L LEG	Shorter left leg
	SHRT R LEG	Shorter right leg
<u>Drugs of Abuse (DA)</u>		
	DA ALCOHOL	Alcohol
	DA MARIJUA	Marijuana
	DA NARCOTI	Narcotics, including: Heroin, Morphine, Dilaudid, Methadone, etc.
	DA COCAINE	Cocaine
	DA HALLUCI	Hallucinogens
	DA AMPHETA	Amphetamines including: stimulants, speed, etc.
	DA BARBITU	Barbiturates
	DA OTHER	Other drugs of abuse not listed above, identify in the Miscellaneous (MIS) Field.
<u>Eye Disorders</u>		
	CATARACT	Cataract (nonspecific)
	CATA L EYE	Cataract, left eye
	CATA R EYE	Cataract, right eye
	CROSSEYED	Cross-eyed
	BLND EYE	Blind, one eye (nonspecific)
	BLND L EYE	Eye, left, blind
	BLND R EYE	Eye, right, blind
	BLIND	Eyes, left and right, blind
<u>Fractured (FRC) Bones</u>		
	FRC ANKL	Ankle (nonspecific)
	FRC L ANKL	Ankle, left
	FRC R ANKL	Ankle, right
	FRC ARM	Arm (nonspecific)
	FRC UL ARM	Arm, upper left
	FRC LL ARM	Arm, lower left
	FRC UR ARM	Arm, upper right
	FRC LR ARM	Arm, lower right
	FRC BACK	Back
	FRC CLAVIC	Clavicle (nonspecific)
	FRC LCLAVI	Clavicle, left
	FRC RCLAVI	Clavicle, right
	FRC FGR	Fingers (nonspecific)
	FRC L FGR	Finger(s), left hand
	FRC R FGR	Finger(s), right hand
	FRC FOOT	Foot (nonspecific)
	FRC L FOOT	Foot, left
	FRC R FOOT	Foot, right

Fractured Bones Continued On Next Page

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Fractured (FRC) Bones (Continued)</u>		
	FRC HAND	Hand (nonspecific)
	FRC L HAND	Hand, left
	FRC R HAND	Hand, right
	FRC JAW	Jaw (nonspecific)
	FRC UL JAW	Jaw, upper left
	FRC LL JAW	Jaw, lower left
	FRC UR JAW	Jaw, upper right
	FRC LR JAW	Jaw, lower right
	FRC KNEE	Knee (nonspecific)
	FRC L KNEE	Knee, left
	FRC R KNEE	Knee, right
	FRC LEG	Leg (nonspecific)
	FRC UL LEG	Leg, upper left
	FRC LL LEG	Leg, lower left
	FRC UR LEG	Leg, upper right
	FRC LR LEG	Leg, lower right
	FRC NECK	Neck
	FRC NOSE	Nose
	FRC PELVIS	Pelvis (nonspecific)
	FRC LPELVI	Pelvic bone, left
	FRC RPELVI	Pelvic bone, right
	FRC RIBS	Ribs (nonspecific)
	FRC L RIB	Rib Cage, left
	FRC R RIB	Rib Cage, right
	FRC SHLD	Shoulder (nonspecific)
	FRC L SHLD	Shoulder, left
	FRC R SHLD	Shoulder, right
	FRC SKULL	Skull
	FRC SPINE	Spine
	FRC STERN	Sternum
	FRC TOE	Toes (nonspecific)
	FRC L TOE	Toe(s), left foot
	FRC R TOE	Toe(s), right foot
	FRC WRIST	Wrist (nonspecific)
	FRC L WRST	Wrist, left
	FRC R WRST	Wrist, right

### Medical Conditions and Diseases (MC)

MC HEART	Heart or circulatory diseases including: high blood pressure, heart failure, heart attack, hardening of the arteries, and circulation problems.
MC LIVER	Liver disease including: alcoholism, cirrhosis, and hepatitis.
MC NERVOUS	Nervous conditions including: seizures, stroke, senility, and mental retardation.
MC BEHAVIO	Behavior disorders including: depression, suicidal tendencies (past and present), schizophrenia.
MC DRUGAB	Drug abuse
MC PREGNAN	Pregnancy, past and present
MC CANCER	Cancer
MC ALLERGY	Allergies including asthma
MC OTHER	Other medical disorders/conditions not listed above, identify in the Miscellaneous (MIS) Field

NOTE: You may indicate the presence of an infectious/contagious disease that could be detrimental to officer safety by using SMT/MC OTHER. Your agency must be able to document the presence of the contagious disease. The MIS must explain MC OTHER with the phrase "INFECTIOUS DISEASE CARRIER". The terms "AIDS" or "HIV POSITIVE" shall not be used.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Medical Devices (MED) and Body Implants

ART ELBOW	Elbow joint, artificial
ART HIP	Hip joint, artificial
ART KNEE	Knee joint, artificial
ART LARYNX	Larynx, artificial
ART SHLD	Shoulder joint, artificial
CARD PACEM	Cardiac pacemaker
COLOST APP	Colostomy appliances
INTRA ROD	Intramedullary rod
IUD	Intrauterine device
ORTH NAIL	Orthopedic nail or pin
ORTH PLATE	Orthopedic plate
ORTH SCREW	Orthopedic screw
SHUNT ART	Shunt, arterial
SHUNT CERB	Shunt, cerebral ventricle
SKL PLATE	Skull plate
STAPLES	Staples
EAR TUBES	Ear tubes
TUBE L EAR	Left ear tube
TUBE R EAR	Right ear tube
VASC PROTH	Vascular prosthesis
WIRE SUTUR	Wire sutures

### Missing (MISS) Body Parts and Organs

MISS ADND	Missing adenoids
MISS APPNX	Missing appendix
MISS L ARM	Missing arm, left
MISS R ARM	Missing arm, right
MISS LLARM	Missing arm, lower left
MISS LRARM	Missing arm, lower right
MISS BRSTS	Missing breasts
MISS LBRST	Missing breast, left
MISS RBRST	Missing breast, right
MISS L EAR	Missing ear, left
MISS R EAR	Missing ear, right
MISS L EYE	Missing eye, left
MISS R EYE	Missing eye, right
MISS L FGR	Missing finger(s), left hand
MISS R FGR	Missing finger(s), right hand
MISS L FJT	Missing finger joint(s), left hand
MISS R FJT	Missing finger joint(s), right hand
MISS L FT	Missing foot, left
MISS R FT	Missing foot, right
MISS GALL	Missing gallbladder
MISS L HND	Missing hand, left
MISS R HND	Missing hand, right
MISS INTES	Missing intestines
MISS L KID	Missing kidney, left
MISS R KID	Missing kidney, right
MISS LRYNX	Missing larynx
MISS L LEG	Missing leg, left
MISS R LEG	Missing leg, right
MISS LLLEG	Missing leg, lower left
MISS LRLEG	Missing leg, lower right
MISS LLUNG	Missing lung, left
MISS RLUNG	Missing lung, right
MISS NOSE	Missing nose

Missing Body Parts and Organs Continued On Next Page

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Missing (MISS) Body Parts and Organs (Continued)</u>		
	MISS OVARS	Missing ovaries
	MISS LOVAR	Missing ovary, left
	MISS ROVAR	Missing ovary, right
	MISS PANCR	Missing pancreas
	MISS PROST	Missing prostate gland
	MISS SPLEN	Missing spleen
	MISS STOMA	Missing stomach
	MISS L TES	Missing testis, left
	MISS R TES	Missing testis, right
	MISS THYRD	Missing thyroid
	MISS L TOE	Missing toe(s), left foot
	MISS R TOE	Missing toe(s), right foot
	MISS TONG	Missing tongue
	MISS TONSL	Missing tonsils
	MISS UTRUS	Missing uterus

### Moles (MOLE)

MOLE L ARM	Arm, left
MOLE R ARM	Arm, right
MOLE BACK	Back
MOLE BRST	Mole breast (nonspecific)
MOLE LBRST	Mole breast, left
MOLE RBRST	Mole breast, right
MOLE BUTTK	Buttocks (nonspecific)
MOLE L BUT	Buttock, left
MOLE R BUT	Buttock, right
MOLE L CHK	Cheek (face), left
MOLE R CHK	Cheek (face), right
MOLE CHEST	Chest
MOLE CHIN	Chin
MOLE L EAR	Ear, left
MOLE R EAR	Ear, right
MOLE L EYE	Mole, left eyebrow or left eye area
MOLE R EYE	Mole, right eyebrow or right eye area
MOLE L FGR	Finger(s), left hand
MOLE R FGR	Finger(s), right hand
MOLE FHD	Forehead
MOLE L HND	Hand, left
MOLE R HND	Hand, right
MOLE L LIP	Lip, lower
MOLE U LIP	Lip, upper
MOLE NECK	Neck
MOLE NOSE	Nose
MOLE L WRS	Wrist, left
MOLE R WRS	Wrist, right

### Needle ("Track") Marks (NM)

NM L ARM	Arm, left
NM R ARM	Arm, right
NM L BUTTK	Buttock, left
NM R BUTTK	Buttock, right
NM L FGR	Finger(s), left hand
NM R FGR	Finger(s), right hand
NM L FOOT	Foot, left
NM R FOOT	Foot, right
NM L HND	Hand, left
NM R HND	Hand, right

Needle ("Track") Marks Continued On Next Page



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Needle ("Track") Marks (NM) (Continued)

NM L LEG	Leg, left
NM R LEG	Leg, right
NM L THIGH	Thigh, left
NM R THIGH	Thigh, right
NM L WRIST	Wrist, left
NM R WRIST	Wrist, right

### Other Physical Characteristics

BALD	Bald/Balding
CLEFT CHIN	Cleft chin
DIMP CHIN	Dimple, chin
DIMP L CHK	Dimples, left cheek (face)
DIMP R CHK	Dimples, right cheek (face)
FRECKLES	Freckles
HAIR IMPL	Hair implants
PRCD EAR	Pierced ear (one) (nonspecific)
PRCD EARS	Ears, pierced
PRCD L EAR	Ear, left, pierced
PRCD R EAR	Ear, right, pierced
PRCD NOSE	Nose, pierced

### Scars (SC)

SC ABDOM	Abdomen
SC ANKL	Scar Ankle (nonspecific)
SC L ANKL	Ankle, left
SC R ANKL	Ankle, right
SC ARM	Scar arm (nonspecific)
SC L ARM	Arm, left (nonspecific) (Be more specific if possible.)
SC R ARM	Arm, right (nonspecific) (Be more specific if possible.)
SC UL ARM	Arm, left upper
SC UR ARM	Arm, right upper
SC BACK	Back
SC BREAST	Breast
SC L BRST	Scar breast, left
SC R BRST	Scar breast, right
SC BUTTK	Buttocks (nonspecific)
SC L BUTTK	Buttock, left
SC R BUTTK	Buttock, right
SC CALF	Scar calf (nonspecific)
SC L CALF	Calf, left
SC R CALF	Calf, right
SC CHK	Scar cheek (nonspecific)
SC L CHK	Cheek (face), left
SC R CHK	Cheek (face), right
SC CHEST	Chest
SC CHIN	Chin
SC EAR	Scar ear (nonspecific)
SC L EAR	Ear, left
SC R EAR	Ear, right
SC ELBOW	Scar elbow (nonspecific)
SC L ELB	Elbow, left
SC R ELB	Elbow, right
SC EYE	Scar eyebrow, eye area (nonspecific)
SC L EYE	Eyebrow, left/left eye area
SC R EYE	Eyebrow, right/right eye area

Scars Continued On Next Page

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Scars (SC) (Continued)</u>		
	SC FACE	Face (Be more specific regarding location if possible.)
	SC FGR	Scar finger (nonspecific)
	SC L FGR	Finger(s), left hand
	SC R FGR	Finger(s), right hand
	SC FOOT	Scar foot (nonspecific)
	SC L FT	Foot, left
	SC R FT	Foot, right
	SC F ARM	Scar forearm (nonspecific)
	SC LF ARM	Forearm, left
	SC RF ARM	Forearm, right
	SC FHD	Forehead
	SC HAND	Scar hand (nonspecific)
	SC L HND	Hand, left
	SC R HND	Hand, right
	SC HEAD	Head (Be more specific regarding location if possible.)
	SC KNEE	Scar knee (nonspecific)
	SC L KNEE	Knee, left
	SC R KNEE	Knee, right
	SC LEG	Scar leg (nonspecific)
	SC L LEG	Leg, left (nonspecific) (Be more specific if possible.)
	SC R LEG	Leg, right (nonspecific) (Be more specific if possible.)
	SC LIP	Scar lip (nonspecific)
	SC LOW LIP	Lip, lower
	SC UP LIP	Lip, upper
	SC NECK	Neck
	SC NOSE	Nose
	POCKMARKS	Pockmarks
	SC SHLD	Scar shoulder (nonspecific)
	SC L SHLD	Shoulder, left
	SC R SHLD	Shoulder, right
	SC THGH	Scar thigh (nonspecific)
	SC L THGH	Thigh, left
	SC R THGH	Thigh, right
	SC WRIST	Scar wrist (nonspecific)
	SC L WRIST	Wrist, left
	SC R WRIST	Wrist, right

### Skin Discolorations (including birthmarks) (DISC)

DISC ABDOM	Abdomen
DISC L ANK	Ankle, left
DISC R ANK	Ankle, right
DISC L ARM	Arm, left
DISC R ARM	Arm, right
DISC BACK	Back
DISC BUTTK	Buttocks (nonspecific)
DISC L BUT	Buttock, left
DISC R BUT	Buttock, right
DISC L CHK	Cheek (face), left
DISC R CHK	Cheek (face), right
DISC CHEST	Chest
DISC CHIN	Chin
DISC L EAR	Ear, left
DISC R EAR	Ear, right
DISC L EYE	Eyebrow, left/left eye area
DISC R EYE	Eyebrow, right/right eye area
DISC L FGR	Finger(s), left hand
DISC R FGR	Finger(s), right hand

Skin Discolorations (including birthmarks) Continued On Next Page



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Skin Discolorations (including birthmarks) (DISC) (Continued)</u>		
	DISC L FT	Foot, left
	DISC R FT	Foot, right
	DISC FHD	Forehead
	FRECKLES	Freckles
	DISC L HND	Hand, left
	DISC R HND	Hand, right
	DISC LKNEE	Knee, left
	DISC RKNEE	Knee, right
	DISC L LEG	Leg, left
	DISC R LEG	Leg, right
	DISC L LIP	Lip, lower
	DISC U LIP	Lip, upper
	DISC NECK	Neck
	DISC NOSE	Nose
	DISC LSHLD	Shoulder, left
	DISC RSHLD	Shoulder, right
	DISC L WRS	Wrist, left
	DISC R WRS	Wrist, right

### Tattoos (TAT)

TAT ABDOM	Abdomen
TAT L ANKL	Ankle, left
TAT R ANKL	Ankle, right
TAT L ARM	Arm, left (nonspecific) (Be more specific if possible.)
TAT R ARM	Arm, right (nonspecific) (Be more specific if possible.)
TAT UL ARM	Arm, left upper
TAT UR ARM	Arm, right upper
TAT BACK	Back
TAT BREAST	Breast (nonspecific)
TAT L BRST	Breast, left
TAT R BRST	Breast, right
TAT BUTTK	Buttocks (nonspecific)
TAT L BUTK	Buttock, left
TAT R BUTK	Buttock, right
TAT L CALF	Calf, left
TAT R CALF	Calf, right
TAT L CHK	Cheek (face), left
TAT R CHK	Cheek (face), right
TAT CHEST	Chest
TAT CHIN	Chin
TAT L EAR	Ear, left
TAT R EAR	Ear, right
TAT FACE	Face (Be more specific regarding location if possible.)
TAT L FGR	Finger(s), left hand
TAT R FGR	Finger(s), right hand
TAT LF ARM	Forearm, left
TAT RF ARM	Forearm, right
TAT FHD	Forehead
TAT GROIN	Groin Area
TAT L HND	Hand, left
TAT R HND	Hand, right
TAT HEAD	Head (Be more specific regarding location if possible.)
TAT L KNEE	Knee, left
TAT R KNEE	Knee, right
TAT L LEG	Leg, left (nonspecific) (Be more specific if possible.)
TAT R LEG	Leg, right (nonspecific) (Be more specific if possible.)

Tattoos Continued On Next Page

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Tattoos (TAT) (Continued)

TAT NECK	Neck
TAT NOSE	Nose
TAT L SHLD	Shoulder, left
TAT R SHLD	Shoulder, right
TAT L THGH	Thigh, left
TAT R THGH	Thigh, right
TAT L WRS	Wrist, left
TAT R WRS	Wrist, right

### Therapeutic Drugs (TD)

TD ACONVUL	Anticonvulsants (seizure medicines) including: Dilantin, Mysoline, Phenobarbital, etc.
TD HYPNOTI	Hypnotics (sleeping aides) including: barbiturates, Chloral Hydrate, Glutethemide, etc.
TD TRANQUI	Tranquilizers including: Valium, Thorazine, Stellazine, etc.
TD ADEPRES	Antidepressants (mood-lifters) including: Elavil, Tria-vil, Norpramine, Amitriptylene, Nortriptylene, etc.
TD ANALGES	Analgesics (pain relievers) including: Darvon, Acetomino-phen, Aspirin, etc.
TD CARDIAC	Cardiac (heart) medications including: Digitalis, Digo-xin, etc.
TD OTHER	Other Therapeutic medications not listed above, identify in the Miscellaneous (MIS) Field.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: 121 positions. Only the first 107 positions go to NCIC if a caution indicator suffix is used. See CAUTION in paragraph K. and L. NOTES. If additional space is needed, enter an Add-On record. (See Chapter 12.)
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&). The period (.) is not allowed. NCIC changes all letter O's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                                    |
|-------------------|---------------------|------------------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Varies. See NOTES. |
|-------------------|---------------------|------------------------------------|
- H. ON ENTRY, DATA IS: Optional for most but not all records. See NOTES.
- J. PURPOSE AND USAGE: To amplify and clarify data or codes provided in other fields; to provide information not provided in the other fields; and, in general, to give any information that might assist in making an arrest, identifying the subject and vehicle, and insuring the safety of the officers and innocent citizens that might become involved. See the Notes in paragraph L for various usage instructions.
- DO NOT use the MIS Field to enter data for which a specific field is provided elsewhere in the format.**
- K. ALLOWABLE DATA AND EDITS: Extra periods (.) in a free-form entry or modify will cause the message to be rejected! The computer considers the first period to signal the end of the MIS Field. Do not use periods within the field for abbreviations or to end sentences. Also, do not use a period to "separate" the Permanent and Temporary Miscellaneous fields. In the LFR.FEW. format, use no periods at all.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## PERMANENT - MISCELLANEOUS INFO (MIS) (Continued)

CAUTION: In free-form entry, you may enter several lines of data up to 215 characters as part of the MIS Field. However, only the first 115 positions including carriage returns and line feeds will actually be stored in the computer. The rest will be printed in the Enter Acknowledgment Message and in the Enter Broadcast Message (if any), but will never be seen again.

With the LFR.FEW. screen format, data entered beyond the "T" in the eighth line will not be stored in the computer if all positions before the "T" are filled.

- L. NOTES: 1. Shortened NCIC MIS Field With Caution Indicator -- When using a caution indicator suffix in an enter message to LEADS and NCIC, the computer shifts the data in the MIS Field to insert the reason for caution in the NCIC record. Because of the shift, only the first 107 positions of the original MIS Field appear in the NCIC record. If more than 107 positions are keyed, those beyond 107 will be lost. This can be avoided by not using the last line (Line 8) of the MIS Field in the LFR.FEW. format.

### Example

#### LFR.FEW. Format:

```
Line 1      L EW-S TMP _____ OFF 3804
      .
      .
Line 6      MNU _____ SMT _____ MIS
Line 7      THIS IS TO DEMONSTRATE HOW MUCH THE MISCELLANEOUS FIELD IS ]
Line 8      SHIFTED WHEN THE MKE HAS A CAUTION INDICATOR SUFFIX ATTACHED ]
```

#### NCIC Record MIS Field:

SUICIDAL TENDENCY THIS IS TO DEMONSTRATE HOW MUCH THE MISCELLANEOUS FIELD IS SHIFTED WHEN THE MKE HAS A CAUTION INDICAT

In the example above, the words "OR SUFFIX ATTACHED" (Line 8 of format) were not sent to NCIC because of the shift to insert "SUICIDAL TENDENCY."

2. Caution Explanation -- When a caution indicator is used with the message key, use the MIS Field to give any additional data or details such as weapon description that might contribute to the investigating officer's safety.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

3. Extradition Limits -- Unless you will extradite from any state, the MIS field of a Wanted record in NCIC must state, in the MIS field, the limits you expect to go for extradition. Examples:

EXTR ADJACENT STATES ONLY

EXTR EAST OF MISSISSIPPI ONLY

4. Illinois Geographic Limitations -- Geographic limits for a Wanted person in LEADS may only be placed in the CIL/GEO fields. **No Illinois Geographic limits should be listed in the MIS field.** REMINDER: A record entered into LEADS with no specified court-issued limits implies your agency will pick-up the subject from anywhere in the state. If your agency cannot transport from anywhere in the state geographic limits must be present, issued by the court, and placed in the CIL/GEO fields. If these conditions are not met, the record should not be in LEADS.

5. Vehicle Description -- In certain situations, the MIS Field must contain data that helps to describe the vehicle associated with the subject. Refer to Volume I, Vehicles for more information regarding the MIS Field.

6. Non-Specific Offense Codes -- When an offense code ending in "99" is used in the OFF Field, free text or easily understood abbreviations explaining or describing the offense must be placed in the MIS Field.

7. Unlawful Flight Charges -- When the Federal charge is unlawful flight to avoid confinement, prosecution, or giving testimony (abbreviated UFAC, UFAP, and UFAT respectively), the MIS Field must contain the appropriate abbreviation followed by a description of the local charge. For example, UFAP-MURDER.

8. Offenses of General Applicability -- When the substantive offense is conditioned by one of the following offenses of general applicability, the appropriate wording below (or easily understood abbreviations) must be placed in the MIS Field so the inquiring recipient of the record will know that the substantive offense has not been charged:

#### GENERAL OFFENSE

Accessory After the Fact  
Accessory Before the Fact  
Aid/Abet  
Assault to Commit  
Attempt to Commit  
Conspiracy to Commit  
Facilitation of  
Solicitation to Commit  
Threat to Commit

# Illinois LEADS Reference Manual

WANTED PERSONS

## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

9. Offense Listed With Parenthetical Wording -- When the offense description in the Offense Code Table (begins on page WPERS-61) includes wording in parentheses, additional information about the charges should be given in the MIS Field.

10. Multiple Charges -- When the warrant forming the basis for a record lists multiple charges, the most serious should be reflected in the OFF Field. The others should be listed in the MIS Field.

11. Multiple Warrants -- If an ORA has entered a subject and the same ORA obtains a warrant for that subject on another charge at a later date, the original record should be modified to show the second charge in the MIS Field. For example:

#### MIS/ADDITIONAL OFF/BURGLARY

12. "John" or "Jane Doe" Warrant -- An agency may enter a record for an unknown murderer in the name of "John" or "Jane Doe" using the homicide victim's descriptive data.

In a "John" or "Jane Doe" entry, the victim's name should be entered as an alias and his/her description and personal identifiers (HGT, WGT, DOB, SOC, DLN, etc.) should be entered in the fields contained in the main record. A statement must be placed in the MIS to indicate that the victim's personal identification may be in the possession of the wanted "John" or "Jane Doe". EXAMPLE: MIS/JOHN DOE WARRANT - UNKNOWN SUBJECT MAY BE USING VICTIM'S ID.

13. Request For FBI Identification Record (SIR) -- When entering a Wanted Person into LEADS and NCIC, a copy of the subject's FBI Identification Division record may be requested by placing "SIR" (means Send Identification Record) as the last item of the MIS Field. One space must precede SIR to separate it from whatever else has been entered in the MIS Field. Do not go beyond the "T" in the format. When using SIR, the record must also contain the subject's FBI Identification Number in the FBI Field.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

14. Defining Scars, Marks, and Tattoos -- If you are able to explain an SMT, it should be defined in the MIS. If you indicated SMT/TAT LF ARM, and knew the tattoo was of a heart, it should be indicated in the MIS with SMT/HEART.

You may indicate the presence of an infectious/contagious disease that could be detrimental to officer safety by using SMT/MC OTHER. **Your agency must be able to document the presence of the contagious disease.** The MIS must explain MC OTHER with the phrase "SMT/INFECTIOUS DISEASE CARRIER". **The terms "AIDS" or "HIV POSITIVE" must not be used.**

15. 24-Hour Telephone Number -- Records in the Wanted Persons File should include a telephone number at which the ORA can be reached 24 hours any day. This is to help agencies quickly verify hits, but should not take the place of confirmation by terminal message. (A confirmation message becomes part of the hit file which can be used in court.)

16. Stolen Vehicle or License Plate -- A separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Stolen Vehicle or License Plate File by the agency possessing the theft report or handling the felony investigation.

The Wanted Person and Stolen Vehicle or License Plate records should be cross-referenced by NIC's in the Miscellaneous Fields. For example, the Miscellaneous Field of the Wanted Person record might read "SEE NIC/V123456789," and the Miscellaneous Field of the Stolen Vehicle record might contain "SEE NIC/W0000069216".

17. Cross-Reference To Known Fugitive Associates -- When an agency makes Wanted Person entries on two or more fugitives who are known to be associating with each other, the agency should cross-reference each fugitive record entry to the other. This can be done by placing the NCIC Number (NIC) of each fugitive's record in the Miscellaneous (MIS) Field of the other fugitive's record with appropriate explanatory notation. An agency receiving the record of one of the fugitives then will have the information needed to obtain other records.

18. All-Hits Notification Request -- In a case in which the ORI believes that notification each time its record is 'hit' will provide investigative leads, regardless of whether the person is being detained, the entering agency should place the code NOAH (Notify ORI of All Hits) in the Miscellaneous (MIS) Field.

## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

19. Pilot's OLN -- When the number in the DLN (OLN) Field is for a pilot's license instead of a motor vehicle driver's license, this fact must be explained in the MIS Field. For example:

OLN/PILOTS LIC

Note: It is recommended that the abbreviation "OLN" be used instead of "DLN" for the benefit of NCIC users in other states who may not be familiar with DLN.

20. MIS Not Searchable -- Do not enter data in the MIS Field for which a specific field has been provided elsewhere in the format. The MIS Field cannot be searched on-line and is very difficult to search off-line except manually, i.e., by visual inspection.

21. Test Record -- The MIS Field should begin with the words "TEST, IGNORE" when you have entered a record for training purposes and did not use the training message key.

22. MIS Field Too Short -- When the Permanent Miscellaneous Field does not provide enough space to enter all of the data that is pertinent to the record, enter an Add-On record as explained in Chapter 12. Keep in mind that the Add-On does not go to NCIC and will not be seen at out-of-state terminals.

23. Entry Trick -- In the FEW. screen format, the MIS Field extends across 3 lines. You may have noticed that an NCIC hit message does not break the MIS Field where the LEADS format does. This causes words to be run together in the NCIC message. The only way you can prevent this is to leave a blank in the first position of the MIS Field continuation lines.



# Illinois LEADS Reference Manual

WANTED PERSONS

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Temporary (Miscellaneous)
- B. FIELD CODE: (None)
- C. FIELD LENGTH: 100 positions (free-form); 60 positions (format).
- D. CHARACTER TYPE(S) ALLOWED: Any character except a period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To permit you to show extra miscellaneous information on the hard copy printout of the Enter Acknowledgment Message and Enter Broadcast Message (if any). The "temporary miscellaneous field" is not actually a separate field, but merely the tail end of the "permanent" Miscellaneous Field.
- K. ALLOWABLE DATA AND EDITS: Do not use periods except as the very last character in a free-form message in order to signify the end of the field.
- L. NOTES: C A U T I O N -- When entering a test record for training purposes, do not use the Temporary area to indicate that the record is a test.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Court Issued Limitations
- B. FIELD CODE: CIL
- C. FIELD LENGTH: 1 position.
- D. CHARACTER TYPE(S) ALLOWED: Only a "Y" or an "N" are allowed.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | No | <u>CHANGED?</u>                                                                                        | Yes | <u>DELETED?</u> | No |
|---------------|----|--------------------------------------------------------------------------------------------------------|-----|-----------------|----|
|               |    | (If changed to "N", must delete GEO field contents; if changed to "Y", must insert data in GEO field.) |     |                 |    |
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To indicate if court-issued limitations have, or have not been indicated on the face of the warrant.
- K. ALLOWABLE DATA AND EDITS: A "Y" will indicate the presence of court-issued limitations; an "N" will indicate no limits have been specified by the court. If "Y" is indicated, the Message Key must be LEW1, LEW1A, LEW1Y, or LEW1S; the record may not be entered into NCIC as it is valid only within the limits specified.
- L. NOTES: A warrant not containing court-issued geographic limitations is directed to all peace officers in the state of Illinois, and may be executed anywhere in the state. If no limits have been indicated by the court on the face of the warrant, the originating agency must expect to be able to transport from anywhere in the state should the subject waive his/her right to appear before a judge in the county of arrest. If the subject waives his/her right to appear before a judge in the county of arrest; he/she must be taken before a judge in the county from which the warrant originated. **If the warrant contains no court-issued limits, and your agency will not provide transportation from anywhere in the state, the record should not be in LEADS. Entry into LEADS, without court specified limits implies your agency will provide transportation from anywhere in Illinois.** Refer to the Illinois Revised Statutes, Chapter 38, sections 107-9, and 109-2.

When "Y" is indicated, a caveat listing the limits specified in the GEO/ field will precede a hit on the record. (See WPERS-10.)



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Geographic Limitations
- B. FIELD CODE: GEO
- C. FIELD LENGTH: 113 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha, comma
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                          |                     |                          |
|--------------------------|---------------------|--------------------------|
| <u>ADDED?</u> Yes        | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes      |
| (if CIL modified to "Y") |                     | (if CIL modified to "N") |
- H. ON ENTRY, DATA IS: Required, if "Y" indicated in CIL field.
- J. PURPOSE AND USAGE: To list the counties, or area(s) a warrant is valid in, as indicated by the court. If the GEO field is used to list areas in which a warrant is valid within Illinois, the record should not be entered into NCIC.
- K. ALLOWABLE DATA AND EDITS: Field must be completed if "Y" is indicated in the CIL field. "COURT-ISSUED" must appear first in the field. The remainder may be completed with free-text. (Wording should match wording on face of warrant.) **Geographic limits may not be expressed in mileage per the Illinois Revised Statutes, Ch 38, section 107-9.**
- L. NOTES: The contents of the GEO field will be provided in a caveat that precedes the hit on the record (see page WPERS-10).

### SAMPLE GEO FIELD COMPLETION

- 1) Specific County limits:

CIL Y GEO COURT-ISSUED COOK, DUPAGE, LAKE, WILL COUNTIES

- 2) Specific City limits:

CIL Y GEO COURT-ISSUED CITY OF CHICAGO ONLY

- 3) No geographic limits indicated by court on warrant - leave GEO field blank.

CIL N GEO

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Vehicle Description Fields
- B. FIELD CODES: VCO, VYR, VMA, VMO, VST and VIN
- C. FIELD LENGTHS: See Volume 1, Vehicles, Blue Card, column C.
- D. CHARACTER TYPE(S) ALLOWED: See Volume 1, Vehicles, Blue Card, column D.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? VIN alone may be used to search the LEADS and NCIC Wanted Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? See NOTES.      CHANGED? See NOTES.      DELETED? See NOTES.
- H. ON ENTRY, DATA IS: Optional. A Wanted Person record is never required to contain vehicle data. However, if vehicle data is to be included, at least two fields -- VMA, and VST -- must be used. VYR is not required unless a VIN is part of the vehicle entry data.
- J. PURPOSE AND USAGE: Vehicle data is included in a Wanted Person record if the location of the vehicle is unknown and the entering agency has reasonable grounds to believe that the person may be operating or riding in the vehicle. Mere knowledge or verification with the appropriate department of motor vehicles that a vehicle is registered to the subject does not meet the criteria for entry as part of his/her record.
- If necessary, VIN (along with VYR, VMA, and VST) may be used as the only numeric identifier in a Wanted Persons record.
- K. ALLOWABLE DATA AND EDITS: Any valid data for any type of vehicle as explained in Chapter 6. See Volume 1, Vehicles, Blue Card.
- L. NOTES:
1. Vehicle data may be added, partially or entirely deleted, or modified in any way consistent with the rules for the Vehicle File as found in Chapter 6. In addition, VMA and VST may be used indefinitely without a VIN in a Wanted Person record, although this is not recommended.
  2. VMO is also required if entering a vehicle other than a passenger car.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Motor Vehicle Registration (License Plate) Fields
- B. FIELD CODES: LIM, LIY, LIS, LIT and LIC
- C. FIELD LENGTHS: See Volume 1, License, Blue Card, column C.
- D. CHARACTER TYPE(S) ALLOWED: See Volume 1, License, Blue Card, column D.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? LIC and LIS may be used to search LEADS; LIC alone will be forwarded to NCIC for a search of the Wanted Persons File.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:  
  
    ADDED? See NOTES.      CHANGED? See NOTES.      DELETED? See NOTES.
- H. ON ENTRY, DATA IS: Optional. A Wanted Person record is never required to contain any license data. However, if license data is to be included, LIY, LIS, LIT, and LIC are all required. If LIS is "IL", then LIM is also required.
- J. PURPOSE AND USAGE: License data is included in a Wanted Person record if the location of the plate(s) is unknown and the entering agency has reasonable grounds to believe that the subject may be operating or riding in a vehicle displaying the plate(s). Mere knowledge or verification with the appropriate department of motor vehicles that a license plate is registered to the subject does not meet the criteria for entry as part of the subject's record.
- If necessary, LIC (along with LIY, LIS, and LIT) may be used as the only numeric identifier in a Wanted Persons record.
- K. ALLOWABLE DATA AND EDITS: Any valid data for any kind of vehicle registration as explained in Chapter 6. See Volume 1, Vehicles.
- L. NOTES: License data may be added, deleted, or changed in any way consistent with the rules for the License File as found in Chapter 5.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and special characters except the period. In records Entered by other states, NCIC changes each letter O to a Ø. See NOTES.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |     |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | Yes | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | Yes |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Allows the entering agency to cross-reference the LEADS record with its corresponding case file. When another department hits the record, the originating authority should be supplied with the OCA number in order to look up the case file and confirm the hit.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.
- Edits -- 1. Must not exceed 9 positions.
2. Must not contain the word NONE.
- L. NOTES: You will always find data in the OCA Field of an NCIC record even though it is optional with LEADS. No matter what you enter in the OCA Field (if anything), the NCIC record's OCA Field will contain the LEADS Record Index Number (LDS) from the LEADS copy of the record. Even if you modify the LEADS record's OCA Field, the NCIC record's OCA will not change.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and three special characters -- comma, hyphen, and /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                     |                    |
|------------------|---------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To clearly identify the authority (and its location) which holds the original case file related to the LEADS record.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- 1. Must be the agency name of the authority holding the original case file, regardless of what agency sent the enter message. When entering a person for another agency, put the other agency's name in the ORA Field.

2. It is important that you use the same, identical wording in the ORA Field of all records you enter for any given agency. If you use a particular abbreviation, use it consistently for all records. The required format includes three elements: (1) Agency Type (e.g. PD, SO, SP) or Agency Name (e.g. FBI), (2) City Name or County Name followed by "CO" and (3) "IL".

Examples:	ORA/PD SPRINGFIELD IL	for Springfield Police Department
	ORA/SO SANGAMON CO IL	for Sangamon County Sheriff's Office
	ORA/ISP SPRINGFIELD IL	for State Police Dist. 9 in Spfld.

- L. NOTES: NCIC records do not contain the ORA Field Code. Instead, an NCIC record will give the entering terminal's ORI number and a translation of the number which reads, "ORI IS SANGAMON CO SO SPRINGFIELD IL". The ORI might not be the (ORA) agency that holds the case report. For example, in Illinois the ORI that goes to NCIC is the entering terminal's ORI, but the ORA entered in the LEADS record may be a non-terminal agency.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Entering Terminal's CDC
- B. FIELD CODE:   ENT
- C. FIELD LENGTH:   3 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Letters only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   Serves as a security measure to insure that the entering terminal operator knows the CDC of the terminal being used.
- K. ALLOWABLE DATA AND EDITS:   Must be the exact CDC of the terminal being used for the enter message.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters A through Z and numerals 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? No (Note 1)      CHANGED? No (Note 1)      DELETED? No (Note 1)
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To provide a permanent record (LEADS file only) of who entered the record.
- K. ALLOWABLE DATA AND EDITS: The only edit is to insure that the enter message contains two alphanumeric characters in the OPR Field.
- L. NOTES: If a record is entered with the wrong identifier, void the record and enter a new one with the correct identifier.

# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Time of Entry
- B. FIELD CODE:   TME
- C. FIELD LENGTH:   4 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS:   Automatically provided by LEADS.
- J. PURPOSE AND USAGE:   To provide a permanent record in the LEADS record of the time of day that the enter message was handled by the LEADS computer, and the record was placed in the file. NCIC does not provide this field in its messages.
- K. ALLOWABLE DATA AND EDITS:   The time is expressed in local time on the basis of a 24-hour clock. 3:19 pm will be TME/1519.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Date of Entry
- B. FIELD CODE:   DTE
- C. FIELD LENGTH:   6 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS:   Automatically provided by LEADS.
- J. PURPOSE AND USAGE:   To provide a permanent record in the LEADS record of the date that the enter message was processed by the LEADS computer, and the record was placed in the file. NCIC does not provide this field in its messages.
- K. ALLOWABLE DATA AND EDITS:   The date is expressed in Month-Day-Year format. January 27, 1992 will be DTE/Ø12792.

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letters W, Z, and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with Message Key NZN.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when locating a record that originated in another state.
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: Automatically provided by NCIC.
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC file. Every LEADS Wanted Persons record which has also been successfully entered into the NCIC Wanted Persons File will contain a NIC number. This tells you that there is, in fact, a corresponding record in NCIC (See Note 1), and gives you an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Wanted Person File records always begin with the letter W for Wanted. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula. The check-digits serve to reduce the chance of retrieving or locating the wrong record because of an error made while keying the NIC.
- L. NOTES: 1. When a LEADS record that has been on file more than a few minutes (see TME Field) contains a string of Z's in the NIC Field, something is wrong. The Z's indicate that the record was supposed to have been copied into the NCIC File. If the copy had been entered successfully, the Z's would have been replaced by a NIC number. Notify terminal KQC by directed message whenever you discover another agency's record with Z's in the NIC Field. If the record was entered by your department, void it and re-enter paying close attention for reject messages from NCIC.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter W and all numeric digits 0-9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Automatically provided by LEADS.
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LDS number is constructed in three parts. The first character tells what file the record is stored in. All records in the Wanted Persons File have a LDS number beginning with W. The next two digits represent the year in which the record was entered into the file (92 for 1992, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year. The first record entered into the Wanted Persons File in 1992 will have a LDS number of W92000001. The 351st record will be LDS/W9200351.
- L. NOTES: 1. NCIC does not provide a field labeled LDS because this would be meaningless to other states. However, the OCA Field of any NCIC record that originated in Illinois will contain the LDS number of the matching record in the LEADS CHF.

## VIII. MODIFICATION OF WANTED PERSON RECORDS

### A. GENERAL MODIFICATION INFORMATION

1. What Is Modification? -- Modification is a process to allow you to add, change, or delete data in an existing record that was entered by your agency. You may only modify records that were entered by your agency. You cannot modify a record that was entered by another agency, even if you know the data is wrong and have correct data available.
2. When To Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed.
3. Modify Message Keys -- Modify messages for the Wanted Persons File require one of two basic message keys.

LMW is used for all Wanted Person records.

LMT is used for Temporary (Felony and Misdemeanor) Want records.

You may also use the format (LFR.FMOD.) to modify records.

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. These identifiers are used to help insure that you are in fact modifying the record you really wish to modify. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The required identifiers are the LEADS Record Index Number (LDS) followed by the person's name (NAM) exactly as it appears in the record being modified.

5. Random Sequence Of Fields -- Following the message key, LDS/, and NAM/ (required identifiers), the fields to be modified and their new contents may be listed in any order.
6. All Original Data Lost -- Whether you want to change all or part of the data in a particular field, the computer wipes out all of the original data in that field. This means that your modify message must include the contents for the entire field, even if you are changing only one character.

Example: To change DOB/111447 to 111247, your modify message must include DOB/111247.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## VIII.A. GENERAL MODIFICATION INFORMATION (Continued)

7. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields may be included in a single message. The modify screen format LFR.FMOD. allows up to five fields to be modified per modify message.
8. NCIC Copy Automatically Modified -- When there is a copy of a LEADS record in NCIC, a single modify message automatically causes the same change(s) to be made to the NCIC copy of the record. The only exceptions are that modifications to AGE, BCI, DIS, or ORA Fields will not change the NCIC record because it does not contain these fields.

## B. WHAT CAN & CANNOT BE MODIFIED?

1. Fields Which Can Be Modified -- Using the Wanted Person File modify message keys, you may modify the contents of any of the following fields.

OFF - Offense Code	DLY - Driver's License Year of Expiration
DOW - Date of Warrant	MNU - Miscellaneous Identifying Number
DOE - Date of Emancipation	SMT - Scars, Marks, Tattoos, etc.
NAM - Name	MIS - Miscellaneous Information*
SEX - Sex	CIL - Court Issued Limitations
RAC - Race	GEO - Geographic Limitations
POB - Place of Birth	VCO - Vehicle Color
DOB - Date of Birth	VYR - Vehicle Model Year
HGT - Height	VMA - Vehicle Make/Manufacturer
WGT - Weight	VMO - Vehicle Model
HAI - Hair Color	VST - Vehicle Body Style
EYE - Eye Color	VIN - Vehicle Identification Number
SKN - Skin Tone	LIM - License Expiration Month
FBI - FBI Number	LIY - License Expiration Year
SID - SID Number	LIS - License State/Country
FPC - Fingerprint Classification	LIT - License/Registration Type
SOC - Social Security Number	LIC - License Plate/Registration Number
DLS - Driver's License State of Issue	ORA - Originating Authority's Agency Name
DLN - Driver's License Number	

\*When modifying MIS, use free-form if your MIS is longer than one line.

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be changed except by voiding the original record and entering an entirely new record:

MKE - Message Key	TME - Time of Entry
AGE - Age of Subject	DTE - Date of Entry
ENT - Entering Terminal's CDC	NIC - NCIC Record Index Number
OPR - Entering Terminal Operator's Initials or Identifier	LDS - LEADS Record Index Number

VIII. MODIFICATION OF WANTED PERSON RECORDS (Continued)

C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Correcting Erroneous Name (NAM) -- Suppose you discover that a subject's name in a Wanted Person record is spelled incorrectly. What should have been "RODGER GLEN BURROUGHS" is "ROGER GLENN BURROWS". You can modify the record one of two ways:

Sample Modify Using Format LFR.FMOD.

(a,b)	L MW	LDs/ W9212345
(c)	NAM / BURROWS,ROGER GLENN	
	DATA FIELDS:	
(d)	NAM/ BURROUGHS,RODGER GLEN	

- INSTRUCTIONS:
- 1. COMPLETE MSG KEY FOR DESIRED FILE.
  - 2. INSERT LDS NUMBER OF RECORD.
  - 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
  - 4. INSERT 2ND IDENTIFIER FROM RECORD.
  - 5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
  - 6. INSERT DATA TO REPLACE EXISTING DATA.

or

Sample Modify Using Free-Form Message

(a)	(b)	(c)	(d)
LMW.LDS/W9212345.NAM/BURROWS,ROGER GLENN.NAM/BURROUGHS,RODGER GLEN.			

Explanation of Samples

- Field (a) is the message key used to modify a Wanted Person record.  
Field (b) is the LEADS Number of the record to be modified.  
Field (c) is the subject's name (incorrect) exactly as it appears in the existing record.  
Field (d) is the subject's name (correct spelling).



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

2. Adding Data -- It is common to receive additional data, particularly numeric identifiers, after entering a record. You can add this data, for example, a Vehicle Identification Number and a Social Security Number, by modifying the record as follows:

```
L MW      LDS/ W9212345
NAM / BURROUGHS,RODGER GLEN
      DATA FIELDS:
VIN/ PX23F9D110245
SOC/ 334400311
_____
_____
_____
_____
```

3. Changing the MIS Field -- Comments initially entered in the MIS Field are often of short-term value and need to be replaced with information of more permanent value. When changing the MIS Field, keep two things in mind. (a) When you modify the MIS Field, all of its original contents are removed. To add a word or change only part of the data, the modify message must include all of the data that you want in the MIS Field. For example, the MIS Field reads "MIS/SUBJ CARRIES GUN" and you wish to insert "SHOT" ahead of "GUN". The modify message must include every word, "MIS/SUBJ CARRIES SHOTGUN". (b) If the modified MIS Field is to contain more than 58 total characters, you must use a free-form modify message; the screen format LFR.FMOD. only allows 58 characters.

4. Deleting Data -- To delete data from a field, you simply modify the field with a period (.). The following example shows how to remove all vehicle registration data from a Temporary Want record.

```
L MT      LDS/ W9267890
NAM / THOMAS,RICHARD F
      DATA FIELDS:
LIM/ .
LIY/ .
LIS/ .
LIT/ .
LIC/ .
_____
_____
_____
_____
_____
```

## VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

5. Deleting All Vehicle Data -- If a vehicle that was associated with a Wanted Person record is found, but the subject is still at large, the vehicle description should be removed from the record. This can be done using the previous example or you may use a shortcut to remove all six vehicle fields -- VCO, VYR, VMA, VMO, VST, and VIN -- by using the special field code "VEH/.". The following example shows how to remove all the vehicle description data from a Temporary Want record:

LMT.LDS/W9267890.NAM/THOMAS,RICHARD F.VEH/.

NOTE: No other field can be modified in the same modify message with VEH/. If other fields must be modified, a separate message is required. To do otherwise will produce a reject message.

6. Adding a More Serious Offense -- If a second warrant is issued for an offense that is more serious than is shown in a record you have already entered, the original record should be modified. This will usually require not only changing the Offense Code Field, but also the DOW and MIS Fields.
- D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Modify Acknowledgment

(a) (b) (c)  
cdc MODIFY LDS/W9212345

Field (a) is the CDC of the terminal which sent the modify message.  
Field (b) is an indication that the record was successfully modified.  
Field (c) is the LEADS Record Index Number of the record successfully modified.

2. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to run an inquiry on the record and review the response message.
3. No Partial Success -- There is no such thing as a partially successful modification. If you attempt to modify three fields with a single modify message and you are rejected because of an error in only one of the three fields, nothing was modified. In other words, the two fields you coded correctly were not modified because another part of the modify message was wrong.
4. NCIC Reject -- Normally, the only acknowledgment message you will receive, either reject or successful, will come from LEADS (not NCIC). In a few cases when the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS User Services Section at terminal KQC and explain what has happened.



## IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Chapter 12, Add-On Records, for procedures.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in NCIC. Therefore, it is important to put the most important data in the permanent MIS Field itself.

## X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the LEADS and NCIC Files. You can only void records entered through one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by any kind of on-line inquiry. However, if necessary, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

## B. WHEN TO VOID

1. Invalid Record -- A record that was entered by mistake (i.e., should not have been entered in the first place) and is invalid should be voided as soon as the error is discovered.
2. Can't Modify -- If data in a field that cannot be modified is incorrect, the original record should be voided and a new record entered.

C. HOW TO VOID -- A void message must contain three elements -- the message key, the LEADS Record Index Number, and the subject's full name exactly as it appears in the record.

1. Void Message Keys -- Void messages for the Wanted Persons File require one of two basic message keys.

LXW is used for all Wanted Person records.

LXT is used for Temporary (Felony and Misdemeanor) Want records.

You may also use the format (LFR.FVOID.) to void records.

Separate message keys for LEADS only and LEADS/NCIC records are not necessary because the NCIC copy (if any) is automatically voided by the same message that voids the LEADS record.

## 2. Sample Void Message (Free-Form)

(a)            (b)            (c)  
LXW.LDS/W9212345.NAM/BURROUGHS,RODGER GLEN.

Field (a) is the message key used to void a Wanted Person record.

Field (b) is the LEADS Number of the record being voided.

Field (c) is the subject's name in the record being voided.

## 3. Sample Void Message (Screen Format LFR.FVOID.)

LX W            LDS/ W9212345  
NAM / BURROUGHS,RODGER GLEN

### INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.



X. VOIDING (Continued)

D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Void Acknowledgment

(a)	(b)	(c)
cdc	VOID	LDS/W9212345

Field (a) is the CDC of the terminal which sent the void message.

Field (b) is indication that the record was successfully voided.

Field (c) is the LEADS Record Index Number of the record that was voided.

2. Rejected Void Message -- Any response other than the one above means that your void message was rejected and that the record is still on file. You should correct the error and resend the void message.

## XI. CANCELLING WANTED PERSON RECORDS

A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only cancel records entered through one of the terminals in your agency. Once a record has been cancelled, it may not be retrieved by any kind of on-line inquiry. However, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

### B. WHEN TO CANCEL

1. A Wanted Person record should be cancelled as soon as the warrant that caused the record to be entered has been served.
2. A Temporary Want record should be voided as soon as a warrant has been issued. Immediately after a Temporary Want record has been voided, enter a permanent Wanted Person record. If the subject has been apprehended in the meantime, the record should be cancelled.

C. HOW TO CANCEL -- A cancel message must contain three elements -- the message key, the LEADS Record Index Number, and the subject's full name exactly as it appears in the record.

1. Cancel Message Keys -- Cancel messages for the Wanted Persons File require one of two basic message keys. A third message key is used for training purposes.

LCW is used for all Wanted Person records.

LCT is used for Temporary (Felony and Misdemeanor) Want records.

LTWC is used only for training purposes. (The record on file is not actually changed)

You may also use the format (LFR.FCANC.) to cancel records.

Separate message keys for LEADS only and LEADS/NCIC records are not necessary because the NCIC copy (if any) is automatically cancelled by the same message that cancels the LEADS record.



## XI.C. HOW TO CANCEL (Continued)

### 2. Sample Cancel Message (Free-Form)

(a)            (b)            (c)  
LCW.LDS/W9212345.NAM/BURROUGHS,RODGER GLEN.

Field (a) is the message key used to cancel a Wanted Person record.

Field (b) is the LEADS Number of record being cancelled.

Field (c) is the subject's name in the record being cancelled.

### 3. Sample Cancel Message (Screen Format LFR.FCANC.)

LC W    LDS/ W9212345  
NAM / BURROUGHS,RODGER GLEN  
RECOVERING AGENCY ORI IL0850000  
INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT ORI OF RECOVERING AGENCY.

Note: The Recovering Agency ORI Field is optional, but its use is encouraged. It will not appear in the acknowledgment message, but will be logged in the permanent off-line history file and could be used as a special investigative tool.

D. CANCEL MESSAGE ACKNOWLEDGMENT -- Every cancel message will be acknowledged either by a reject message or, if successful, by the following:

#### 1. Successful Cancel Acknowledgment

(a) (b)            (c)  
cdc CANCEL LDS/W9212345

Field (a) is the CDC of the terminal which sent the cancel message.

Field (b) is indication that the record was successfully cancelled.

Field (c) is the LEADS Record Index Number of the cancelled record.

2. Rejected Cancel Message -- Any response other than the one above means that your cancel message was rejected and that the record is still on file. You should correct the error and resend the cancel message.

## XII. AUTOMATIC PURGING

Automatic purging is the removal of records from the on-line files. This is done on a periodic basis by the LEADS Staff. The NCIC copy of each record is purged along with the LEADS record.

- A. PURGE SCHEDULE -- The length of time Wanted Persons/Temporary Want records remain on file varies according to circumstances. See the Introduction to this chapter APPENDICES, Chapter 14, Volume 2.
- B. PURGE NOTIFICATION OF THE ENTERING TERMINAL -- Your agency will receive notification of records purged by LEADS twice during the year along with your agency's validation listing.
- C. RETRIEVING PURGED RECORDS -- Once a record has been purged, it cannot be retrieved by on-line inquiry. It can, however, be retrieved by the LEADS Staff, using the permanent, off-line history file.
- D. RE-ENTRY OF PURGED RECORDS -- If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line computer file, the ORA may re-enter the purged record. Re-entry is done by exactly the same procedure as an original entry.



# Illinois LEADS Reference Manual

WANTED PERSONS (9A)

## XIII. SUPPLEMENTAL RECORD DATA

Entry of alias(es) and/or other additional identifiers as supplemental data to a Wanted Person record (to be placed in NCIC by an entry separate from the Wanted Person entry) may be made by the entering agency via LEADS User Services (CDC/KQC).

### A. FIELDS IN SUPPLEMENTAL RECORD DATA

The following fields, their codes, and the maximum number that may be added are listed below:

<u>FIELD</u>	<u>FIELD CODE</u>	<u>MAXIMUM NUMBER PERMITTED</u>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, etc.	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; Model and Color are not required for entry but should be entered if known)	VIN	9

### B. ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA ENTRY

In order to attach Supplemental Data to an NCIC Wanted Person record, you must send a Directed Message to terminal KQC. Your message must include the following data:

- (1) LEADS Record Index Number (LDS/) of the Wanted Person record;
- (2) NCIC Record Index Number (NIC/) of the Wanted Person record; and
- (3) Supplemental Record Data (see A. FIELDS IN SUPPLEMENTAL RECORD DATA above) that you wish attached to the base record.

For information about Directed Messages, see Volume 3, Chapter 17 of the LEADS Reference Manual.







**LEADS**

# Gang Member File





Chapter 9A

GANG MEMBER FILE

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# Illinois LEADS Reference Manual

GANG MEMBER

## I. INTRODUCTION

### A. DEFINITION OF THE LEADS GANG MEMBER FILE

The LEADS Gang Member File is a statewide application that will provide officers with instant access to information on individual membership in known gangs, where such membership presents a real and present danger to the safety of the public or law enforcement officers. Police agencies throughout Illinois have the capability to enter records into this file, just as they currently enter records into other LEADS files. Inquiries into the file may be made directly by name, sex, date of birth or through other inquiries such as a vehicle registration inquiry. A positive response from this file provides basic officer safety information; this file is not meant to be a tool for intelligence analysis, nor does a response from this file indicate the individual is "wanted".

### B. PURPOSE OF THE GANG MEMBER FILE

Gang related criminal activity is evident throughout Illinois; in both metropolitan and rural areas of the state. Public Acts 87-0932 and 87-1109 (effective January 1, 1993) provide legislation to combat the growing gang crime problem. One concern addressed in the Act is officer safety. Law enforcement officers statewide must have access to information regarding gang activity to ensure safety. The LEADS Gang Member File allows all Illinois agencies to pool their information to ensure the safety of officers statewide.

### C. WHAT'S IN THE GANG MEMBER FILE?

The Gang Member File was designed to protect the safety of the public and law enforcement officers from "street gang" or "gang" members who pose a criminal threat.

1. Criminal street gang means any ongoing organization, association in fact or group of three or more persons, whether formal or informal, having as one of its substantial activities the commission of criminal gang activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.
2. Criminal gang activity means the commission, attempted commission, or solicitation, in association with or with intent to promote criminal conduct by gang members, of two or more acts, of the following offenses: murder, drug induced homicide, kidnapping, forcible detention, aggravated assault-discharging firearm, aggravated battery, heinous battery, aggravated battery with firearm, aggravated battery of a child, aggravated battery of a senior citizen, intimidation, compelling organization membership of persons, home invasion, aggravated criminal sexual assault,

## I.C.2. Criminal Gang Activity (Continued)

robbery, armed robbery, burglary, residential burglary, criminal fortification of a residence or building, arson, aggravated arson, possession of explosives or incendiary devices, unlawful use of weapons, unlawful use or possession of weapons by felons or persons in the custody of the Department of Corrections, aggravated discharge of a firearm, mob action/violence, bribery, armed violence, manufacture or delivery of cannabis, cannabis trafficking, calculated criminal cannabis conspiracy and related offenses, illegal manufacture or delivery of a controlled substance, controlled substance trafficking, calculated criminal drug conspiracy and related offenses.

3. Identification of criminal street gangs must be made on the basis of specific, documented and reliable information such as:

- \* analysis of crime pattern information.
- \* observations of law enforcement officers.
- \* witness interviews.
- \* interviews of admitted criminal street gang members.
- \* information received from informants who have proven to be reliable.

4. Law Enforcement gang identification prior to LEADS entry -- Prior to entering a subject into LEADS as a criminal street gang member, the entering agency must verify that the gang has been identified by the law enforcement community as a criminal street gang. LEADS HELP file, LHR.GNGNAM, provides the official list of criminal street gangs identified by the law enforcement community. Entering agencies must inquire into this HELP file prior to entry to ensure that the gang has been previously identified.

If the name of the gang in question does not appear in the HELP file, the agency should contact the Illinois State Police, Division of Criminal Investigation (DCI). Provide the gang name and what factors have been used for identification of the gang (see I.C.3.). DCI will then enter the newly identified gang into the HELP file, and entry of the subject may then be made as a gang member.

This process of identification of gangs prior to entry will ensure a uniform, statewide pooling of information that is available to all law enforcement agencies in Illinois.



# Illinois LEADS Reference Manual

GANG MEMBER

## I.C. WHAT'S IN THE GANG MEMBER FILE? (Continued)

### 5. Criteria for establishing criminal street gang membership for LEADS entry

Probable cause to establish membership in a criminal street gang must be substantiated by the reporting officer's experience and knowledge of the alleged offenders and corroborated by specific, documented and reliable information such as:

- \* the individual's admission of membership.
- \* the wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by any individual except a member of that specific criminal street gang, and membership may not be established solely because an individual is wearing clothing available for sale to the general public.
- \* the use of signals or symbols distinctive of a specific criminal street gang.
- \* the identification of the individual as a member of a specific criminal street gang by an individual who: 1) has provided reliable information to the law enforcement agency in the past or whose information can be independently corroborated, and 2) alleges that the individual in question is a member of a specific criminal street gang.

## D. WHAT SHOULD NOT BE IN THE GANG MEMBER FILE?

1. To protect the civil rights of all citizens, entry into this file must not occur unless a person is determined to be a "street gang" or "gang" member as defined in I.C.
2. Persons may not be entered into LEADS as a gang member unless the gang has been previously identified by the law enforcement community. The gang name must appear in HELP file LHR.GNGNAM. before entry can occur (see I.C.4. for additional information).

## I. INTRODUCTION (Continued)

### E. VALIDATION OF RECORDS IN THE GANG MEMBER FILE

Records in the Gang Member File will be validated once every five years based on the date of last contact. Validation must occur to ensure the accuracy of the record, applicability of the record, and officer safety. Agencies validating Gang Member records should re-evaluate the original documentation supporting initial entry and review the entry criteria to ensure its current validity. Add-ons entered by other agencies should also be examined for applicable supplemental information.

If an agency determines that a Gang Member record is no longer valid, agencies with add-ons attached to the master record must be notified to allow them to make their own Gang Member File entry on the subject, if applicable.

For additional information about validating LEADS records, refer to Volume III, Validation.

### F. RETENTION PERIOD FOR LEADS GANG MEMBER FILE RECORDS

Records entered into the Gang Member File will be retained indefinitely until the record is cancelled, voided, or purged due to lack of validation by the originating agency.



## II. HOW TO INQUIRE INTO/SEARCH THE GANG MEMBER FILE

### A. ON-LINE INQUIRY

To search the LEADS Gang Member File, you must have certain information (required identifiers) about the individual in question or an associated vehicle. Inquiry to access this file is performed using the same methods required to access the Wanted or Missing Persons files. The table provided in the Wanted Persons chapter, pages WPERS-5 and -6, furnishes all the possible inquiry message key combinations, what they mean to the computer, and what results can be expected.

### B. SUMMARY INQUIRY

A free-form summary inquiry allows agencies to obtain a listing of all active Gang Member File entries initiated on a specific day by their own department, departments within a specified state police district, or departments state-wide.

1. Basic Message Key: LZW9. (required)
2. Day: DAY/0923. (required) (specific day required, must not be older than 60 days)
3. Offense Code: OFF/GANG. (required for Gang File inquiry)
4. CDC: CDC/xxx. (optional) If used, will narrow search to include only records entered by the specified agency.
5. DST: DST/12. (optional) If used, will direct search to include only records entered by agencies located within the specified district.
6. Sample Inquiries:

- a. LZW9.DAY/0313.OFF/GANG.CDC/KCX.

Will return list of all active Gang File records entered by Chicago PD on March 13th.

- b. LZW9.DAY/1114.OFF/GANG.DST/11.

Will return list of all active Gang File records entered on November 14th by agencies located within State Police District 11.

Note: CDC and DST may not be used in the same inquiry.

# Illinois LEADS Reference Manual

GANG MEMBER

## III. RESPONSE INTERPRETATION

### A. KINDS OF RESPONSES

Name, sex, date of birth inquiries made to check the Persons and SOS files will automatically be compared against the Gang Member File. Likewise, registration inquiries checked against the Persons files will also search the Gang Member File. When the identifiers used for inquiry match data contained in a Gang Member File record, a positive response will be received from LEADS. Below is a sample positive response from the Gang Member File.

```
1) *****OFFICER SAFETY ALERT*****
1a) * DO NOT ARREST BASED ON THIS INFORMATION *
1b) * CAUTION SUBJECT REPORTED TO BE INVOLVED WITH *
1c) * GANG CRIME ACTIVITY *
1d) * DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD *
1e) *****

2) M/SAM 56
3) CHF 012193 0503
4) ZUYA LDS/W9212345 CAUTION
5) OFFENSE/GANG DOW/121492
6) NAM/WILLIAMS,SAMUEL SEX/M RAC/W POB/IL
7) DOB/052175 AGE/18 HGT/511 WGT/165 HAI/BLN EYE/BRO SKN/FAR
8) FBI/778220W2 SOC/4304512345
9) DLS/IL DLN/W50012375123 DLY/95 SMT/TAT R HND
10) MIS/GANG - SERPENTS STREET GANG MEMBER SMT/SNAKE
10a) COLORS/BLK-GRY OTX/708/555-1212

11) VCO/BLK VYR/71 VMA/PONT VMO/GRA VST/CP
12) VIN/276571P123456
13) LIM/02 LIY/93 LIS/IL LIT/PC LIC/KZX253
14) OCA/92-4598
15) ORA/PD EVANSTON IL
16) ENT/ZGE OPR/AS TME/0905 DTE/121692
```



## III.A. KINDS OF RESPONSES (Continued)

Lines 1-1e Caveat to indicate information is for officer safety purposes and that search, detention, or arrest may not be made based only on the response.

Line 2 Optional field used with inquiry to record inquiring car or badge number.

Line 3 CHF time and date stamp.

Line 4 Inquiring agency's CDC, LEADS number of record, and Caution label.

Line 5 Offense translation indicates gang affiliation, DOW reflects the date of last contact with the individual prior to entry.

Lines 6-9 Provide name, sex, date of birth, and other physical and numeric identifiers.

Lines 10-10a MIS field should contain the word "GANG" with a statement indicating specific gang affiliation. Descriptions of SMTs, gang colors, etc. should also be present.

Lines 11-13 Provide vehicle information, which may be included if the subject is known to be the driver of, or passenger in a specific vehicle.

Lines 14-16 Originating agency case number, and name. Entering terminal, operator, time and date.

## B. HIT PROCEDURE

When a Gang Member File hit is determined to be valid to the terminal operator, specific steps must be followed to ensure the safety of the inquiring officer. Hits from this file are for officer safety purposes, and do not provide reasonable grounds to search, detain, or arrest. The information must be accurately interpreted, and safely disseminated to the officer. To further enhance officer safety, it is critical that the existence of the record not be revealed to the gang member in question.

## III.B. HIT PROCEDURE (Continued)

1. Telecommunicator Procedures -- The telecommunicator will follow many of the same procedures required to handle any other LEADS hit. Due to the intent of this file, certain steps must be altered or omitted. The following hit procedure steps should be used when handling a Gang Member File hit.
  - a. Compare -- the identifiers used in the inquiry to the identifiers in the hit response to determine the hit valid or invalid. Refer to Volume 1, Hit Procedures for complete details on Comparison.
  - b. Interpret -- determine what "type" of hit response has been received. If determined to be from the Gang Member File, close review of the information contained in the MIS field must occur.
  - c. Alert -- the inquiring officer using the alert procedures established by your agency. It is critical the individual remain unaware of the hit response.
  - d. Disseminate -- the hit response to the inquiring officer. Read the entire caveat, indicate caution, provide details contained in the MIS.

### **Sample Alert and Dissemination:**

"SAM 56, CONTROL, 10-61."

"CONTROL, SAM 56, GO AHEAD."

"SAM 56, GANG MEMBER RESPONSE, SAMUEL WILLIAMS, MALE, 052175,

OFFICER SAFETY ALERT, DO NOT ARREST BASED ON THIS INFORMATION.  
CAUTION, SUBJECT REPORTED TO BE INVOLVED WITH GANG CRIME ACTIVITY.  
DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD,

MALE WHITE, 511, 165, BLOND, BROWN, TATTOO RIGHT HAND OF SERPENT,

SERPENTS STREET GANG MEMBER,

BLACK 71 PONTIAC GRAND PRIX, KZX523, LICENSE YEAR 93,

ADDITIONAL INFORMATION AVAILABLE,

GO AHEAD."

- e. Confirm -- Confirmation of the record is not necessary. If additional details or clarification of information is needed, a directed message may be sent to the entering agency.
- f. Locate -- Hits received from the Gang Member File cannot be located.
- g. Service -- Hits received from this file must be serviced to reflect a complete history of the contact.



## III.B. HIT PROCEDURE (Continued)

2. Officer Procedures -- Upon receipt of the alert that a record exists the officer should:
  - a. Isolate him/herself from the individual(s) to receive the information.
  - b. Ensure the individual is not aware at any point during the contact that the record exists.
  - c. Use caution throughout the contact to protect officer safety.
  - d. Ensure that search, detention, or arrest does not occur based only on the presence of the record.

# Illinois LEADS Reference Manual

GANG MEMBER

IV. LOCATING RECORDS - Gang Member records cannot be located.



## V. ENTERING INDIVIDUALS INTO THE GANG MEMBER FILE

### A. REQUIREMENTS FOR ENTRY

1. Who May Make Entries Into The File? -- Any Illinois law enforcement agency that has determined an individual presents a real and present danger to the public or law enforcement officers or reasonable grounds exist to believe a person under age 17 poses a real and present danger to the public or law enforcement officers, and maintains documentation to support the entry.

2. Prior identification of a criminal street gang

Prior to entering a subject as a member of a criminal street gang, the agency must determine if that gang has been previously identified as a criminal street gang. To make this determination, inquiry must be made into LEADS HELP file LHR.GNGNAM. If the name of the gang is present in the HELP file, entry of the subject may then be made. If the name of the gang is not listed, contact must be made with the Illinois State Police, Division of Criminal Investigation. Provide DCI with the gang name and factors used to identify the gang (see I.C.3.). DCI will enter the gang into the HELP file, and entry of the subject as a gang member may then be made.

3. Criteria for establishing criminal street gang membership for LEADS entry

Probable cause to establish membership in a criminal street gang must be substantiated by the reporting officer's experience and knowledge of the alleged offenders and corroborated by specific, documented and reliable information such as:

- \* the individual's admission of membership.
- \* the wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by any individual except a member of that specific criminal street gang, and membership may not be established solely because an individual is wearing clothing available for sale to the general public.
- \* the use of signals or symbols distinctive of a specific criminal street gang.
- \* the identification of the individual as a member of a specific criminal street gang by an individual who: 1) has provided reliable information to the law enforcement agency in the past or whose information can be independently corroborated, and 2) alleges that the individual in question is a member of a specific criminal street gang.

## V. ENTERING INDIVIDUALS INTO THE GANG MEMBER FILE (Continued)

### B. DOCUMENTATION

All entries into the LEADS Gang Member File must be supported prior to entry. Documentation must contain all necessary data for entry and must specify what criteria has been met to substantiate entry. A sample documentation form has been provided to assist agencies in documenting Gang Member entries. Use of this specific form is strongly encouraged. However, agencies may elect to use their own documentation form, provided the same information is included.



**ILLINOIS STATE POLICE**  
**LEADS ENTRY CERTIFICATION FORM/GANG MEMBER**

Public Acts 87-932 and 87-1109 permit the entry of information into LEADS relating to members of a criminal street gang. **Criteria for establishing criminal street gang membership for LEADS entry.**

Probable cause to establish membership in a criminal street gang must be substantiated by the reporting officer's experience and knowledge of the alleged offenders and corroborated by specific, documented and reliable information such as:

- the individual's admission of membership.
- the wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by any individual except a member of that specific criminal street gang, and membership may not be established solely because an individual is wearing clothing available for sale to the general public.
- the use of signals or symbols distinctive of a specific criminal street gang.
- the identification of the individual as a member of a specific criminal street gang by an individual who: 1) has provided reliable information to the law enforcement agency in the past or whose information can be independently corroborated, and 2) alleges that the individual in question is a member of a specific criminal street gang.

CASE #: \_\_\_\_\_ LEADS #: \_\_\_\_\_

CAUTION: (armed, suicidal, armed/suicidal) \_\_\_\_\_

NAME: \_\_\_\_\_

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

AGE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_

MISCELLANEOUS: (weapons, gang affiliation, colors, vehicle information, cross-referencing, additional supporting or clarifying statements, etc. \_\_\_\_\_)

[illegible]

## ENTRY RECORD AND CERTIFICATION

ENTRY DATA (NAME, PHYSICAL DESCRIPTORS, ETC.) – **MUST** – BE COMPLETED.

I have read and fully understood the statutory restrictions, duties and responsibilities as described in "Section I" above. As an authorized officer of a law enforcement agency empowered to make such entries, I hereby request and authorize this information to be entered into LEADS.

Agency accepts full responsibility for the entry, and agrees to remove it from the LEADS at such time as the subject no longer meets the criteria as set forth by statute.

Authorizing Officer Signature

Agency Name





# Illinois LEADS Reference Manual

GANG MEMBER

## V. ENTERING INDIVIDUALS INTO THE GANG MEMBER FILE (Continued)

### C. DATA REQUIRED FOR ENTRY

MKE Message Key LEW1, LEW1A, LEW1S, OR LEW1Y  
OFF Offense Code - must be GANG  
DOW Date of Last Contact  
NAM Individual's name  
SEX Individual's sex  
RAC Individual's race  
DOB Individual's Date of Birth (if unknown, use age and at least one other numeric identifier; FBI, SOC, or MNU)  
HGT Individual's height  
WGT Individual's weight  
HAI Hair color  
EYE Eye color  
CIL Court issued limitations must be "N" to indicate none  
GEO Geographic limits must be left blank  
ORA Originating Authority's name  
ENT Entering Terminal's CDC  
OPR Entering Operator's initials or ID number

### D. OTHER DATA FOR ENTRY

1. Vehicle Data-- (LIC, LIS, LIT, LIY, LIM, VIN, VYR, VMA, and VST) may be included in the record if the individual is known to drive or be a passenger in the specified vehicle.
2. Alias Names, Gang Names, or Dates of Birth -- if available, should be attached to the master record by means of an Alias Name Message (see Alias Chapter). Do not list alias names in the MIS field because the MIS field is not searchable.
3. Reason for Caution -- When any reason for caution exists, do both of the following:
  - a. Use appropriate caution indicator suffix with message key.
  - b. Provide specific reason for caution in the first positions of the MIS field. MIS/SAWED OFF SHOTGUN - GANG - SERPENTS STREET GANG MEMBER.

## V. ENTERING INDIVIDUALS INTO THE GANG MEMBER FILE (Continued)

### E. GENERAL ENTRY PROCEDURES

After it has been established that specified criteria has been met that identifies an individual as a gang member, documentation of these facts is present, and data required for entry has been obtained, the LEADS Operator must take the following steps:

1. Review Criteria for Entry -- Ensure that sufficient documented criteria has been identified to justify entry.
2. Ensure Gang Has Been Previously Identified -- Inquire into HELP file LHR.GNGNAM. to ensure that the gang has been previously identified. If the gang name does not appear in the HELP file, refer to V.A.2.
3. Study Sample Enter -- Review the sample entry provided in Section VI to assist you in determining if you lack any data.
4. Obtain Necessary Codes -- Obtain all necessary codes as directed in Sections VI and VII.
5. Format Entry -- For formatted entry, use the call code LFR.FEW. to obtain the appropriate format.
6. Key the Data -- Type all of the data in the appropriate free-form sequence or format fields, double check your work, and then transmit the message.
7. Check the Enter Acknowledgement -- When you have successfully completed an entry, a copy of the record will be returned to you containing the LEADS number and date and time of entry. To ensure accuracy, review the contents of the Enter Acknowledgement for errors and compare it to the supportive documentation to ensure information was correctly entered.
8. Second Party Quality Check -- To ensure the accuracy and integrity of the record, have a supervisor or co-worker check the Enter Acknowledgement against the supportive documentation. It is recommended the second party initial the Enter Acknowledgement.
9. Retain Enter Acknowledgement -- As required by LEADS Rules and Regulations (Volume III), the computer acknowledgement of the entry must be retained in the agency's Active Message file. It is recommended that a file category for LEADS Gang Member File entries be maintained separate from Wanted or Missing Persons entries.



# Illinois LEADS Reference Manual

GANG MEMBER

## ENTERING INDIVIDUALS INTO THE GANG MEMBER FILE (Continued)

### F. SAMPLE ENTER MESSAGE

Jack Curtis is a seventeen year old white male. He was born in Illinois on January 5th, 1976. He is 601, 185 pounds, with brown eyes and black hair. Jack's driver's license, number C300-5467-6523, expires in 1996. His Social Security number is 123-56-6789. While being interrogated for gang-related burglary, Jack admitted membership in the Demons criminal street gang. Jack and several other members of the Demons gang have previously been arrested for criminal gang activity such as aggravated battery, residential burglary and delivery of a controlled substance. Jack also has been observed by police officers on several occasions wearing the blue and white Demon colors in Demon territory. Jack and three other Demons drive a red 84 Chevrolet Impala 4 door, Illinois license 735347 (expires 04/94). Yesterday (11-23-93), Officer Burton, questioned Jack and four other known gang members about the series of burglaries in Demon territory. Although all of the subjects questioned were hostile, no evidence of involvement in the burglaries was apparent. Officer Burton is requesting that Jack, and several others be entered into the Gang Member File to ensure the safety of officers during future contacts with them.

FORMAT CALL CODE: LFR.FEW

```
L EW1 TMP _____ OFF GANG
DOW 112393 NAM CURTIS,JACK _____ SEX M
RAC W POB IL DOB 010576 AGE     HGT 601 WGT 185 HAI BLK EYE BLU
SKN     FBI     SID     FPC    
SOC 123566789 DLS IL DLN C30054666523 DLY 96
MNU     SMT     MIS    
GANG - DEMON STREET GANG MEMBER COLORS/BLU-WHI ]
OTX/708-555-1212 ]
T _____
CIL N GEO     ]
VCO RED VYR 84 VMA CHEV VMO IMP VST 4D
VIN    
LIM 04 LIY 94 LIS IL LIT PC LIC 735347
OCA 4638-93 ORA PD BLUE ISLAND IL ENT XMB OPR AS
```

The LFR.FEW format is used to make Gang Member File entries. Completion of the format will differ from a Wanted Person entry. The offense code and MIS field must be completed with specific coding to label the record as a Gang Member File record.

### Required Fields

MKE LEW1, LEW1A, LEW1Y, or LEW1S (use caution indicators when appropriate)  
OFF Must be "GANG"  
DOW Enter date contact was last made with subject  
NAM  
SEX  
RAC  
DOB Unless another numeric is entered

# Illinois LEADS Reference Manual

GANG MEMBER

## V.F. SAMPLE ENTER MESSAGE (Continued)

### Required Fields (Continued)

AGE Unless DOB is entered  
HGT  
WGT  
HAI  
EYE (use XXX if eye color is unknown)  
MIS **MUST BEGIN WITH "GANG" (unless weapon/caution are present) immediately followed by specific association**  
CIL Must be completed with "N"  
GEO Must be left blank  
ORA  
ENT  
OPR

## G. ENTER ACKNOWLEDGEMENT MESSAGE

When the computer accepts the entry, it will return a copy, or Enter Acknowledgement to the entering terminal. The computer will add the date and time of entry as the first line of the entry. The CDC of the entering terminal and the LEADS number for the record will be inserted before the message key. The date and time of entry will also be added to the last line, following the CDC and operator initials. The remainder of the entry will look like the original entry message. The acknowledgement message for the sample entry would look like the one below, except for the differences that are shown in bold.

Line 1 **CHF** 112393 1814

Line 2 **XMB** W9305165 LEW1..  
Line 3 GANG.112393.  
Line 4 CURTIS,JACK.M.W.IL.  
Line 5 010576.17.601.185.BLK.BRO..  
Line 6 ...123566789.  
Line 7 IL.C30054666523.96...  
Line 8 GANG-DEMON STREET GANG MEMBER COLORS/BLU-WHI  
Line 9 OTX/708-555-1212.  
Line 10 N..  
Line 11 RED.84.CHEV.IMP.4D.  
Line 12 .  
Line 13 04.94.IL.PC.735347.  
Line 14 4638-93.  
Line 15 PD BLUE ISLAND IL  
Line 16 **XMB.AS.1814.112393.**

Line 1 Date and time stamp attached by LEADS.

Line 2 Entering agency's CDC and the LEADS number.

Line 16 Time and date of entry.

## V. ENTERING INDIVIDUALS INTO THE GANG MEMBER FILE (Continued)

### H. AUTOMATIC BROADCASTING

Because persons entered into the Gang Member File are not Wanted or Missing, and the file is intended for officer safety purposes, entries into this file are not broadcast to other LEADS terminals.

### I. DUPLICATE RECORDS

Whenever an attempt is made to enter a record into the Gang Member File, inquiries are automatically generated into the LEADS Computerized Hot Files to determine whether there are any apparent duplicate records already on file. This crosscheck searches for a matching Gang Member record based on the name, sex, and DOB.

1. Wanted or Missing Person Record Already on File -- If an agency has a Wanted or Missing Person record already on file, a subsequent Gang Member entry should still be made.
2. Gang Member Record Already on File -- If an agency has a Gang Member record on file, and subsequently attempts to enter the subject again into the Gang Member file, a reject will occur. However, a Wanted or Missing Person entry can still be made.
3. Other Agency Duplicate -- If it is determined through pre-requisite inquiry that another agency has established a Gang Member entry on the same subject, other agencies need to determine whether to enter their own Gang Member record or attach their information to the originating agency's master record via an Add-On entry. If an agency is merely documenting contact or "tracking" a criminal street gang member, then an Add-On to another agency's record is sufficient. However, if an agency has significant officer safety or gang related information, then an entry should be initiated.

It is highly recommended that an agency holding the master record be notified of any Add-On records attached. (See VIII.)



## VI. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The following pages provide reference to detailed descriptions and specifications for each of the 42 data fields found in a Gang Member File record. Each field is described in a standard format labeled A through L.

### B. SUMMARY/INDEX

On the opposite side of this card and the succeeding page is a summary and index for all Gang Member File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages.

### C. CODES

Some fields require the use of codes, which may be found immediately following the corresponding Field Description.

# Illinois LEADS Reference Manual

GANG MEMBER

GANG MEMBER FILE DATA FIELD SUMMARY / INDEX

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
		GANG-	GANG-	NO. OF	CHAR-	USED				
		PAGE #	PAGE	POSI-	ACTER	WITH				
		FOR	# FOR	TIONS	TYPES	INQ.?				
		DETAILS	CODES	(LENGTH)	(1)		ADD	CHANGE	DELETE	ENTER?
FIELD NAME	CODE									
Message Key/Record Label	MKE	GANG-22	GANG-22	3-5	C	Yes	N/A	No	No	Yes
Temporary Info. for Enter	TMP	WPERS-58	WPERS-58	to 50	L,N,P	N/A	N/A	N/A	N/A	No
Offense Code	OFF	GANG-23	GANG-23	4	C	No	N/A	Yes	No	Yes
Date of Last Contact	DOW	GANG-24	GANG-24	6	N	No	N/A	Yes	No	Yes
Name of Person	NAM	WPERS-74		to 30	L,P	Yes	N/A	Yes	No	Yes
Sex of Person	SEX	WPERS-78	WPERS-78	1	C	Yes	N/A	Yes	No	Yes
Race of Person	RAC	WPERS-79	WPERS-79	1	C	Yes	N/A	Yes	No	Yes
Place of Birth	POB	WPERS-80	WPERS-81	2	C	No	Yes	Yes	Yes	No
Date of Birth	DOB	WPERS-82		6	N	Yes	Yes	Yes	Yes(2)	No(2)
Age (LEADS only)	AGE	WPERS-83		2	N	No	N/A	N/A	No	No(3)
Height	HGT	WPERS-84		3	N	No	N/A	Yes	No	Yes
Weight	WGT	WPERS-85		3	N	No	N/A	Yes	No	Yes
Hair Color	HAI	WPERS-86	WPERS-86	3	C	No	N/A	Yes	No	Yes
Eye Color	EYE	WPERS-87	WPERS-87	3	C	No	N/A	Yes	No	Yes
Skin Tone	SKN	WPERS-88	WPERS-88	3	C	No	Yes	Yes	Yes	No
FBI Number	FBI	WPERS-89		9	L,N	Yes	Yes	Yes	Yes	No
SID Number (LEADS only)	SID	WPERS-92		7	N	Yes(4)	Yes	Yes	Yes	No
Fingerprint Classification	FPC	WPERS-93	WPERS-93	20	C	No	Yes	Yes	Yes	No
Social Security Number	SOC	WPERS-95		9	N	Yes	Yes	Yes	Yes	No
Driver's License State/Country	DLS	WPERS-96		2	C	No	Yes(5)	Yes	Yes(5)	No
Driver's License Number	DLN	WPERS-97		20	L,N	Yes	Yes(5)	Yes	Yes(5)	No
Driver's License Year Expires	DLY	WPERS-98		2	N	No	Yes(5)	Yes	Yes(5)	No

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

(2) Required unless another numeric is entered.

(3) Required only when DOB is not entered.

(4) Only searches the LEADS File, not NCIC.

(5) Refer to page indicated in Column X for restrictions on modification of this field.

CONTINUED BELOW

Illinois LEADS Reference Manual

GANG MEMBER

GANG MEMBER FILE DATA FIELD SUMMARY / INDEX (Continued)

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	GANG-		GANG-	NO. OF	CHAR-					
	PAGE #		PAGE	POSITIONS	ACTER	USED	WHEN MODIFYING, YOU MAY			
	FOR		# FOR	(LENGTH)	TYPES	WITH				REQD.
FIELD NAME	CODE	DETAILS	CODES		(1)	INQ.?	ADD	CHANGE	DELETE	ENTER?
Miscellaneous Number	MNU	WPERS-99	WPERS-100	15	C,L,N,P	Yes	Yes	Yes	Yes(5)	No
Scars, Marks, Tattoos, etc.	SMT	WPERS-101	WPERS-102	10	C	No	Yes	Yes	Yes	Varies
Miscellaneous (Permanent)	MIS	GANG-25		to 111	L,N,P	No	Yes	Yes	Yes	Varies
Miscellaneous (Temporary)	-	WPERS-117		to 47	L,N,P	N/A	N/A	N/A	N/A	No
Court Issued Limits	CIL	GANG-27		1	C	No	No	Yes	No	Yes
Geographic Limits	GEO	GANG-28		113	L,N	No	No	Yes	No	Yes
Vehicle Descriptors	-	WPERS-120	VEH-143	-	VIN	Yes	Yes	Yes	Yes	No
Vehicle Registration Data	-	WPERS-121	VEH-143	-	LIC	Yes	Yes	Yes	Yes	No
Originating Authority's Case #	OCA	WPERS-122		to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency Name (LEADS only)	ORA	WPERS-123		8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC	ENT	WPERS-124		3	C	No	N/A	No	No	Yes
Entering Terminal Operator's Initials/ID	OPR	WPERS-125		2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	WPERS-126		4	N	No	N/A	No	No	N/A
Date of Entry	DTE	WPERS-127		6	N	No	N/A	No	No	N/A
NCIC Record Index Number	NIC	WPERS-128		10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number	LDS	WPERS-129		8	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.



# Illinois LEADS Reference Manual

GANG MEMBER

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Message Key/Record Label
- B. FIELD CODE:   MKE
- C. FIELD LENGTH:   4-5 positions free-form; 3-4 in LFR.FEW format
- D. CHARACTER TYPE(S) ALLOWED:   Specific letters and numbers
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |    |                 |     |
|---------------|-----|-----------------|----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | No | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|----|-----------------|-----|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   The message key tells the computer what kind of message you are sending. It directs the computer to file the Gang Member record in LEADS only, and indicates if any specific caution indicators exist.
- K. ALLOWABLE DATA AND EDITS:
1. The message key is edited against the Offense Code (GANG) to:
    - a. produce a caveat preceding the hit.
    - b. produce a record label of "CAUTION" on a hit on the record,
    - c. ensure the record is being sent to LEADS only,
    - d. and attach and translate any caution indicator used in the MKE.
  2. The message key used to enter a Gang Member File record must be one of the following:

LEW1   - Enter record into LEADS only.

LEW1A   - Enter record into LEADS only with Armed/Dangerous caution indicator.

LEW1S   - Enter record into LEADS only with Suicidal caution indicator.

LEW1Y   - Enter record into LEADS only with Armed/Dangerous/Suicidal caution indicator.

F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Offense Code
  
- B. FIELD CODE:   OFF
  
- C. FIELD LENGTH:   4 positions
  
- D. CHARACTER TYPE(S) ALLOWED:   Only the letters GANG
  
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
  
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
  
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED?   N/A                      CHANGED?   No                      DELETED?   N/A
  
- H. ON ENTRY, DATA IS:   Required.
  
- J. PURPOSE AND USAGE:   The Offense Code indicates that the record is a Gang Member File record. It also alerts agencies receiving hits that the subject is not wanted. The computer also uses the Offense Code in conjunction with the Message Key to generate a record label of "CAUTION" and a caveat to precede the hit.
  
- K. ALLOWABLE DATA AND EDITS:   The Offense Code required to enter an individual into the Gang Member File is "GANG".

# Illinois LEADS Reference Manual

GANG MEMBER

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:    Date of Last Contact
- B. FIELD CODE:    DOW
- C. FIELD LENGTH:    6 positions
- D. CHARACTER TYPE(S) ALLOWED:    Numeric only
- E. USED AS ON-LINE INQUIRY IDENTIFIER?    No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?    No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS:    Required.
- J. PURPOSE AND USAGE:    Indicates the date the last contact was made with the individual.
- K. ALLOWABLE DATA AND EDITS:    Any possible date expressed in month-day-year format; January 1, 1994 would be entered as 010194. The date must be either the current date or a previous one.



# Illinois LEADS Reference Manual

GANG MEMBER

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: 121 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters; \$, /, comma, hyphen, and ampersand (&). The period (.) is not allowed.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | Yes | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | Yes |
|---------------|-----|-----------------|-----|-----------------|-----|
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Gang association information is required; all other information is optional.
- J. PURPOSE AND USAGE: To further identify the record as a Gang Member File record. To provide specific information related to gang affiliation that positively impacts officer safety.
- K. ALLOWABLE DATA AND EDITS: Free-form text using allowable characters. When making an entry free-form, the first period (.) used in the MIS will signal the end of the MIS Field to the computer; do not use periods as punctuation in the MIS, or to separate the MIS and the Temporary MIS fields.
- L. NOTES:
1. Caution Explanation: If a caution indicator was used in the MKE, the reason for caution must appear first in the MIS. Example: MIS/SAWED OFF SHOTGUN, GANG-VIPER STREET GANG MEMBER.
  2. Defining Gang Affiliation: To further identify the record, and provide officer safety information in a uniform manner, the first item in the MIS (unless a caution explanation is present) must be definition of the gang affiliation. The word "GANG" should begin the field to provide additional immediate identification of the record. The specific gang affiliation should immediately follow GANG. Example: MIS/GANG - KINGSMEN STREET GANG MEMBER.
  3. Defining Scars, Marks, and Tattoos: If you are able to describe an SMT, it should be defined in the MIS. If you completed the SMT field with SMT/TAT RF ARM, and knew the tattoo was of a sword, it would be defined in the MIS with SMT/SWORD.

## MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

4. Identifying Gang Colors: If the colors worn by the gang are known, list them in the MIS to provide an additional means of identification to officers. COLORS/BLK-WHI.
5. All Hits Notification Request: If the entering agency wishes to be notified of any valid hit received on an individual entered as a gang member, the code NOAH (Notify ORI of All Hits) should be placed in the MIS. This can assist agencies in ensuring data on file remains current and applicable towards officer safety. Agencies receiving a hit containing NOAH must not search, detain, or arrest based on the notification request. The code indicates that the entering agency merely wishes to know about any other agency's receipt of a valid hit.
6. Cross-Reference to Other Gang Member Records - When an agency makes Gang Member entries on two or more criminal street gang members who are known to associate with each other, the agency should cross-reference each Gang Member record to the other. This can be done by placing the LEADS Number (LDS) in the Miscellaneous Field (MIS) of the other Gang Member's record with appropriate explanatory notation.
7. 24-Hour Telephone Number: To allow an agency wishing to obtain clarification or additional details related to a hit, it is beneficial to list a 24-hour telephone number.

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Court Issued Limitations
- B. FIELD CODE: CIL
- C. FIELD LENGTH: 1 position
- D. CHARACTER TYPE(S) ALLOWED: The letter N
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |    |                 |     |
|---------------|-----|-----------------|----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | No | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|----|-----------------|-----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Court issued limits pertain to wanted persons and have no relation to Gang Member records. Because of edits requiring the field to be completed, an "N" must be placed in the field to indicate no limits apply. CIL/N.
- K. ALLOWABLE DATA AND EDITS: Edits require the field be filled. Completion to correctly reflect a Gang Member record requires use of the letter N - for no limits apply.



F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Geographic Limitations
- B. FIELD CODE:   GEO
- C. FIELD LENGTH:   113 positions
- D. CHARACTER TYPE(S) ALLOWED:   Alpha, comma
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED?   N/ACHANGED?   N/ADELETED?   N/A
- H. ON ENTRY, DATA IS:   Not required for Gang Member entries.
- J. PURPOSE AND USAGE:   The GEO field applies to Wanted Person entries and has no relation to Gang Member entries.   Because there will never be any geographic limits on a Gang Member entry, the field must be left blank.
- K. ALLOWABLE DATA AND EDITS:   Complete CIL field with "N", and leave GEO field blank.

## VII. MODIFICATION OF GANG MEMBER RECORDS

- A. WHAT IS MODIFICATION? -- Modification allows you to add, change, or delete data in an existing record entered by your agency. You may only modify records entered by your agency. Modification to another agency's record is not allowed. If you wish to add additional data to another agency's Gang Member record, an Add-On message may be made.
- B. WHEN TO MODIFY -- Modify a record when you obtain additional data after the record has already been entered, or an error(s) is discovered in the record.
- C. MODIFY MESSAGE KEYS -- The MKE to modify a Gang Member record is LMW. The transaction may be done free-form, or in the LFR.FMOD. format.
- D. HOW TO MODIFY A RECORD -- For specific details on modifying a record, refer to Wanted Persons, page WPERS-134.

## VIII. ADD-ON CAPABILITY

### A. WHAT IS AN ADD-ON?

An Add-On provides the capability to attach applicable miscellaneous information to any LEADS record. The information attached to a record is like a notation, and should not be data that should be placed in a field. An Add-On may be attached to your own record, or another agency's record. A total of 10 Add-Ons may be attached to one master record.

### B. REASONS TO ATTACH ADD-ONS TO GANG MEMBER RECORDS

If an agency has established a Gang Member record, and another agency has contact with the individual, an Add-On should be attached to the original entry documenting the contact. For example, Burr Ridge PD has entered Bobby Winston as a known gang member of the Vipers. Willowbrook PD has had field contact with Bobby and should attach an Add-On to Burr Ridge's entry documenting this contact. Note: When placing an Add-On onto another agency's record, contact should be made with the originating agency to share the information.

An Add-On attached to document field contact must contain:

1. date and time of contact,
2. location of contact,
3. reason for contact (suspicious activity, traffic, etc.),
4. officer last name and badge number,
5. vehicle description (if applicable),
6. any other miscellaneous information such as caution, if subject was arrested and why, statements or membership admission made by subject, etcetera.

If an agency has significant officer safety or gang related information, then an entry into the Gang Member File should be initiated, rather than placing that data in an Add-On record.

NOTE: It may be necessary to make more than one Add-On entry to capture all pertinent information related to the contact.



## VIII. ADD-ON CAPABILITY (Continued)

### C. MAKING AN ADD-ON ENTRY

Below is a sample Add-On entry, additional details on how to make an Add-On entry can be found in the Add-On Chapter.

FORMAT CALL CODE: LFR.FEADD.

LED.LDS/ W9312345 2ND ID NAM / WINSTON,BOBBY A  
ADD ON: CONTACT 020993 1813, 123RD-HARLEM PALOS HEIGHTS,  
MOTORIST ASSIST,BARR-423, BLK 71 GRAND PRIX LIC/15372,  
ARRESTED POSS CANNABIS

# Illinois LEADS Reference Manual

GANG MEMBER

## IX. ALIAS NAMES

### A. ATTACHING ALIAS NAMES TO GANG MEMBER RECORDS

It is strongly recommended that any alias names or dates of birth and gang names (nicknames) be added to gang member records whenever possible. The intent of the Gang Member File is to maximize officer safety during encounters with known gang members. Adding alias names, nicknames, and alias dates of birth will help ensure officers are made aware of gang affiliation in situations where a gang member entered into LEADS provides an alias during a contact with a police officer.

### B. MAKING AN ALIAS ENTRY

A total of 30 alias names and 9 alias dates of birth may be added to a master record by the entering agency. After entering an individual into the Gang Member File, note the LEADS number of the record and key LFR.FEALS. to obtain the Alias Format. Complete the format as shown in the below example and transmit. An acknowledgment of the alias entry will be received upon successful completion.

FORMAT CALL CODE: LFR.FEALS

L EN LDS/W9312345 NAM/ JEFFRIES,ROBERT A  
AKA JEFFRIES,BOBBY \_\_\_\_\_  
AKA JEFFRIES,SNAKE \_\_\_\_\_  
AKA \_\_\_\_\_  
DOB 121378 DOB \_\_\_\_\_ DOB \_\_\_\_\_

#### Sample Acknowledgment:

1) CHF 012193 1032

2) cdcEN LDS W9312345

Line 1) CHF Date and Time stamp.

Line 2) Entering agency CDC followed by Enter Alias message key and LEADS number of the master record.

NOTE: For more specific details about Alias', refer to the Alias Chapter.

## X. VOIDING

Voiding is a method to remove a record from LEADS. Only the agency that entered a record may void it. Voiding a record can occur if; the record was entered by mistake, or entry errors are in non-modifiable fields, or are too numerous. A Gang Member File record may be voided with the message key LXW. For complete details on how to void a record, refer to the Wanted Persons chapter, X. Voiding.

## XI. CANCELLING GANG MEMBER RECORDS

Cancelling is the process of removing the record because it has served it's purpose, and is no long active. Only the agency that entered a record may cancel the record. A Gang Member File record should be cancelled when; 1) it has been determined that the individual is no longer a gang member, 2) the subject has been reported deceased. The Message Key to cancel a Gang Member File record is LCW. For complete details on how to cancel a record, refer to the Wanted Persons chapter, XI. Cancelling.

NOTE: Prior to cancelling a Gang Member record, an agency must contact other agencies with Add-Ons attached to their master record to allow the agency to make their own Gang Member File entry on the subject.

## XII. RECORD FILING

Gang Member records should be filed in a separate category; not with Wanted or Missing Persons records. The Enter Acknowledgment and supportive documentation must be present in the file. Upon cancellation, the record should be filed in the cancelled records section, and held for at least one year as directed in Volume III, Rules and Regulations.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## Chapter 9A

### F I E L D   N O T I F I C A T I O N   P R O G R A M   F I L E

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# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## I. INTRODUCTION

### A. DEFINITION OF THE LEADS FIELD NOTIFICATION PROGRAM FILE

The Field Notification Program is designed to provide immediate identification of suspected criminal violators or dangerously violent individuals to officers throughout the state of Illinois. Individuals meeting definitive entry criteria who are suspected major criminal violators and potentially dangerous or violent may be entered into the Field Notification Program File. Persons suspected of being or having been involved with violent crimes (murder, rape, stalking, threats to police, etc.), organized crime (juice loans, prostitution, extortion, etc.), narcotics, gambling, or other general criminal offenses such as arson, robbery, burglary and auto theft may be entered into the Field Notification Program File. Records received from this file do not indicate the person is wanted; persons should not be detained solely on the basis of a response from this file.

### B. PURPOSE OF THE LEADS FIELD NOTIFICATION PROGRAM FILE

The file is intended to promote more effective law enforcement, maximize protection to the public and provide better safety to law enforcement officers. These objectives are accomplished by providing immediate identification of persons suspected of being or having been involved in activities which constitute a violation of the criminal laws of the state of Illinois, the United States, or any jurisdiction in the United States which would be a violation of the criminal laws of the state of Illinois; and/or pose a threat to the physical safety of law enforcement officers or the general public.

### C. CRITERIA FOR ENTRY INTO LEADS FIELD NOTIFICATION PROGRAM FILE

Persons suspected of being involved in circumstances which would arouse the reasonable suspicion of a prudent and alert police officer may be entered into the file. Entry of such persons can occur only under the following conditions:

1. Political, religious or other first amendment activities of the suspect and/or personal opinions of an individual are not a valid basis for entry into the file unless such activities are clear violations of criminal felony laws or pose a clear and present threat to public order and safety.
2. Information may be included in the file when it is relevant to a person or persons suspected of being or having been involved in activities which constitute a violation of the criminal laws of the state of Illinois, the United States, or any jurisdiction in the United States which would be a violation of the criminal laws of the state of Illinois; and/or pose a threat to the physical safety of law enforcement officers or the general public.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

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## I.C. CRITERIA FOR ENTRY INTO LEADS FIELD NOTIFICATION PROGRAM FILE (Continued)

3. A subject may only be entered when at least one of the following criteria is met:
  - a. The subject is involved in circumstances which would arouse the suspicion of a reasonable and prudent person, and those circumstances are verifiable from at least three independent, reliable sources of information.
  - b. The information is the result of direct observation by the submitting officer.
  - c. The subject has been convicted of the offense in question.
  - d. A subject who, by his/her own admission, has a contagious disease and has threatened or attempted to convey that disease to an officer. Information of the existence of a contagious disease received in this manner would not be within the confidentiality restriction of the AIDS Confidentiality Act (ACA), 410 ILCS 305/1 et. seq. While such information may be cause for entry, the information should only be disclosed to those at the scene of an incident with an immediate need for the information.
  - e. Criteria to enter a person suspected or convicted of "stalking" is as follows:
    - . The suspect must have committed two acts as required by the basic "stalker" statute, and
    - . the victim must seek relief of an explicit court order of protection if the suspect is a household or family member, or
    - . the circumstances which constitute the offense of "stalking" are verifiable from at least three independent, reliable sources of information.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## I. INTRODUCTION (Continued)

### D. WHAT'S IN THE LEADS FIELD NOTIFICATION PROGRAM FILE?

A subject may be entered into the file for involvement or suspected involvement in the following criminal categories:

#### GENERAL CRIMINAL

Arson  
Robbery  
Burglary  
Cartage  
Fencing  
Financial Crime  
Auto Theft

#### VIOLENT CRIME

Murder  
Terrorism  
Stalking  
Child Molestation  
Kidnapping  
Threat to Police  
Other Violence  
Sex Crimes  
Extremist  
Rape

#### DRUGS\*

Heroin  
Cocaine  
Pharmaceutical  
Hallucinogens  
Marijuana  
Other Drugs

#### ORGANIZED CRIME

Juice Loans  
Prostitution/Sex  
Extortion  
Labor Racket  
Organized Crime Boss  
Organized Crime Member  
Motorcycle Gang Member\*\*

#### GAMBLING

Bookmaking  
Casino (includes  
dice/cards)  
Paper (includes parley  
cards, jar games  
and lottery)

\* All narcotic categories are for subjects involved in the illegal distribution of drugs.

\*\* Refers to members of outlaw motorcycle "gangs" or "clubs".

### E. WHAT SHOULD NOT BE IN THE FIELD NOTIFICATION PROGRAM FILE?

1. Persons may not be entered into the file on the basis of political, religious or other first amendment activities and/or personal opinions unless such activities are clear violations of criminal felony laws or pose a clear threat to public order and safety.
2. Persons may not be entered into the file unless one of the four criteria provided in I.C.3. has been met.
3. Persons may not be entered into the file unless the record is fully supported by the originating agency with the appropriate documentation as defined in V.B. Any agency entering into the LEADS Field Notification Program File is responsible for certification of accuracy and validity of the information via supportive documentation and the LEADS Validation process.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## I. INTRODUCTION (Continued)

### F. APPOINT AGENCY FNPF ADMINISTRATOR

The chief or sheriff must appoint an FNPF Administrator(s). If more than one administrator is appointed, one must be designated as primary. The FNPF Administrator must become thoroughly familiar with FNP in order to manage the program within the agency. The administrator is responsible for establishment and maintenance of the agency's FNP Files. The agency FNPF administrator must:

1. Review each submission before entry to confirm the criteria for substantiating entry is present.
2. Ensure documentation is accurate and complete. Submissions not meeting entry criteria or incompletely documented should be returned to the submitter.
3. Review requests for cancellation of an FNPF record.
4. Determine if the cancellation request is valid, and if so, direct removal of the record and notify the originator if applicable.
5. Certify each record entered by his/her agency through accurate, complete documentation and the LEADS Validation process.

### G. VALIDATION OF RECORDS IN THE FIELD NOTIFICATION PROGRAM FILE

Records in the Field Notification Program File will be validated annually. Validation must occur to ensure the accuracy, integrity and applicability of each record. Certification of each record will be partially accomplished through the validation process. (Complete certification includes maintaining accurate supportive documentation and validation.) This process should include a review of the documentation used to support initial entry, review to ensure criteria for entry was existent (see I.C.3.) and examination to determine the record is still applicable. Add-Ons entered by other agencies should also be examined to obtain any supplemental information which should be contained within the master record.

NOTE: All agencies participating in LEADS must participate in the validation process to ensure the overall integrity of LEADS. Each participating agency is solely responsible for the validity of the records they initiate.

For additional information about validating LEADS records, refer to Volume III, Validation.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

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## I. INTRODUCTION (Continued)

### H. RETENTION PERIOD FOR FIELD NOTIFICATION PROGRAM FILE RECORDS

Records entered into the LEADS Field Notification Program File will be retained for five years before being purged, unless cancelled or voided prior to that time.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## II. HOW TO INQUIRE INTO/SEARCH THE LEADS FIELD NOTIFICATION PROGRAM FILE

### A. ON-LINE INQUIRY

To search the LEADS Field Notification Program File, you must have certain information (required identifiers) about the individual in question or an associated vehicle. Inquiry into this file is performed using the same methods required to access the Wanted, Missing or Gang Member Files. The inquiry table provided in the Wanted Persons chapter, pages WPERS-5 and -6, furnishes all the possible inquiry message key combinations, what they mean to the computer and what results can be expected when inquiring into any of the Persons Files, including the Field Notification Program.

### B. SUMMARY INQUIRY

A free-form summary inquiry allows agencies to obtain a listing of all active Field Notification Program File entries initiated on a specific day by their own department, departments within a specified state police district or departments statewide. The search can additionally be narrowed to provide only those records entered using a specific Crime Category Code.

1. Basic Message Key: LZW9. (required)
2. Day: DAY/0913. (specific day required)
3. Offense Code: OFF/FNPF. (required)
4. CDC: CDC/xxx. (optional) If used, will narrow search to include only records entered by the specified agency.
5. DST: DST/11. (optional) If used, will direct search to include only records entered by agencies located within specified districts.
6. Crime Category Code: GEO/VCI.
7. Sample Inquiries:

- a. LZW9.DAY/1213.OFF/FNPF.CDC/KCX.

Will return listing of all active FNP records entered by Chicago Police Department on December 13.

- b. LZW9.DAY/0203.OFF/FNPF.DST/11.

Will return listing of all active FNP records entered on February 3rd by agencies located within Illinois State Police District 11.

- c. LZW9.DAY/0706.OFF/FNPF.GEO/VCI.

Will return listing of all active FNP records entered using a category/offense code for stalking.

Note: CDC and DST may not be used in the same inquiry.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## III. RESPONSE INTERPRETATION

### A. POSITIVE RESPONSE SAMPLE

- 1) \*\*\*\*\*FIELD NOTIFICATION ALERT\*\*\*\*\*
- 1a) \* DO NOT ARREST BASED ON THIS INFORMATION \*
- 1b) \* CAUTION - SUBJECT REPORTED TO BE INVOLVED \*
- 1c) \* WITH THE FOLLOWING \*
- 1d) \* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD \*
- \*\*\*\*\*
- 2) DRUGS - COCAINE
- 2a) VIOLENT CRIME - OTHER VIOLENCE
- 3) ZAYA LDS/W94E1234 CAUTION
- 4) OFF/FNPF
- 5) NAM/WILSON,JOSEPH PHILLIP SEX/M RAC/W POB/NY
- 6) DOB/071371 AGE/23 HGT/511 WGT/185 HAI/BRO EYE/BLU SKN/FAR
- 7) FBI/123023KAO SID/2326141 FPC/PMPIMP013PMPPOPMP113 SOC/12456190
- 8) DLS/IL DLN/W12345671234 DLY/97 MNU/OA-IR877410
- 9) MIS/ARMED WITH AUTOMATIC WEAPON,VERBAL THREAT TO HARM POLICE
- 9a) OFFICERS, TRANSPORT COCAINE ST LOUIS TO CHGO,OTX/708-742-3556
- 10) VCO/RED VYR/89 VMA/FORD VMO/MUS VST/HB
- 11) VIN/1FABP40E7KF300911
- 12) LIM/08 LIY/94 LIS/IL LIT/PC LIC/JOEYS
- 13) ORA/ISP ELGIN IL
- 14) ENT/TPN OPR/AS TME/1916 DTE/070294
- 15) \*\* DO NOT ARREST BASED ON THIS FNPF RECORD \*\*\*
- 16) \*\*\* IF ACTUAL CONTACT: DOCUMENT LDS/W94E1234 WITH ADDON RECORD \*\*
- 17) CHF 070494 1123
- 18) ADD ON LDS/W94E1234 ADN/94B0123
- 19) 070394 2321. I290 AT HARLEM. RED MUSTANG LIC/JOEYS.
- 20) TPR. JACOBS ID/2312. TRAFFIC STOP/ARRESTED POSS OF
- 21) COCAINE AND CANNABIS
- 22) ENT/PPC



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## III.A. POSITIVE RESPONSE SAMPLE (Continued)

Lines 1-1d	Caveat to indicate subject should not be detained, searched or arrested based only on the FNPF response.
Lines 2-2a	List the crime category(ies) and specific offense(s) the subject is involved in or suspected of being involved in.
Line 3	Inquiring terminal CDC, LEADS number and standard "CAUTION" record label.
Line 4	Offense code FNPF to label record as Field Notification Program.
Lines 5-8	Standard identification on subject including name/sex/dob, height, weight, hair, eyes and identifying numerics.
Lines 9-9a	Miscellaneous field; lists reason for caution, further defines suspected offenses and lists 24 hour TX for entering agency.
Lines 10-12	Provide vehicle information, which may be included if the subject is known to be the driver of, or passenger in a specific vehicle.
Lines 13-14	List who entered record and when record was entered.
Lines 15-16	Reminder caveat that subject should not be searched, detained or arrested based solely on this response. It also directs the attachment of an Add-On record if actual contact occurred.
Lines 17-22	An Add-On documenting contact with the subject; lists when, where, vehicle, contacting officer and circumstances of contact.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## III. RESPONSE INTERPRETATION (Continued)

### B. HIT PROCEDURE

When a Field Notification Program File record is determined to be valid to the terminal operator, specific steps must be followed to ensure the safety of the inquiring officer. Hits from this file are for officer safety purposes and do not provide reasonable grounds to search, detain or arrest. The information must be accurately interpreted and safely disseminated to the inquiring officer. To further enhance officer safety, it is critical that the existence of the record not be revealed to the subject in question.

#### 1. Telecommunicator Procedures

The telecommunicator will follow many of the same procedures required to handle any other LEADS hit. Due to the intent of this file, certain steps must be altered or omitted. The following steps are applicable when handling a Field Notification Program File hit.

- a. Compare -- the identifiers in the hit to the same identifiers used for inquiry to determine if hit is valid or invalid. Refer to Volume 1, Hit Procedures, for complete details on how to "compare".
- b. Interpret -- determine what "type" of hit response has been received. If determined to be a Field Notification Program File hit, extra care should be taken to examine the MIS field and any attached Add-Ons.
- c. Alert -- the inquiring officer using the alert procedures established by your agency. It is important the subject in question remains unaware this response exists.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## III.B.1. Telecommunicator Procedures (Continued)

- d. Disseminate -- the hit response to the inquiring officer. Read the entire caveat, indicate caution and provide details from the MIS.

### SAMPLE ALERT AND DISSEMINATION

"ECHO 5, BASE, 10-61."

"BASE, ECHO 5, GO AHEAD."

"ECHO 5, FIELD NOTIFICATION ALERT, WILSON, JOSEPH PHILLIP, MALE, 102158,

CAUTION KNOWN TO CARRY SHOTGUN, THREATS TO POLICE OFFICERS,

DO NOT ARREST BASED ON THIS INFORMATION, CAUTION - SUBJECT REPORTED TO BE INVOLVED WITH COCAINE AND OTHER VIOLENT CRIMES. DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD.

MALE WHITE, 511, 185, BROWN, BLUE.

SUBJECT THREATENED TO KILL ANY POLICE OFFICER CONTACTED, LAST CONTACT 070394 1290 AT HARLEM ARRESTED FOR POSSESSION COCAINE AND CANNABIS.

RED 89 MUSTANG LIC/JOEYS,

ADDITIONAL INFORMATION AVAILABLE,

GO AHEAD."

- e. Confirm -- is not necessary on a Field Notification Program hit. If additional detail or clarification is needed, the originating agency may be contacted.
- f. Locate -- Field Notification Program hits cannot be located.
- g. Service -- hits received from this file to reflect a complete history of the contact.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

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## III.B. HIT PROCEDURE (Continued)

2. Officer Procedures -- Upon receipt of the alert that a record exists, the officer should:
  - a. Isolate him/herself from the individual(s) to receive the information.
  - b. Ensure that individual is not aware at any point during the contact that the record exists.
  - c. Use caution throughout the contact.
  - d. Ensure search, detention or arrest does not occur based only on the Field Notification Program File record.

## IV. LOCATING RECORDS -- Field Notification Program File records cannot be located.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## V. ENTERING INDIVIDUALS INTO THE FIELD NOTIFICATION PROGRAM FILE

### A. REQUIREMENTS FOR ENTRY

The chief or sheriff must appoint an FNPF Administrator(s). If more than one administrator is appointed, one must be designated as primary. The FNPF Administrator must become thoroughly familiar with FNP in order to manage the program within the agency. The administrator is responsible for establishment and maintenance of the agency's FNP Files. The agency FNPF administrator must ensure the requirements in V. are met.

1. Who May Make Entries Into the File? -- Any Illinois law enforcement agency that has determined an individual has been, or is suspected of being involved in one or more of the specified crime categories. Additionally, entry may only occur when at least one of the five specified criteria is met and correctly documented. Each agency entering into the Field Notification Program File is solely responsible for the accuracy and validity of the records it initiates. Certification of accuracy and validity of the information by the originating agency is required. Accomplishment of certification is made through documentation to support each entry and the annual LEADS Validation process.
2. Criteria for Entry into the Field Notification Program File -- Persons suspected of being involved in circumstances which would arouse the reasonable suspicion of a prudent and alert police officer may be entered in the file. Entry of such persons can only occur under the following circumstances:
  - a. Political, religious or other first amendment activities of the suspect and/or personal opinions of an individual are not a valid basis for entry into the file unless such activities are clear violations of criminal felony laws or pose a clear and present threat to public order and safety.
  - b. Information may be included in the file when it is relevant to a person or persons suspected of being or having been involved in activities which constitute a violation of the criminal laws of the state of Illinois, the United States or any jurisdiction in the United States, which would be a violation of the criminal laws of the state of Illinois; and/or pose a threat to the physical safety of law enforcement officers or the general public.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

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## V.A.2. Criteria for Entry into the Field Notification Program File (Continued)

c. A subject may only be entered when at least one of the following criteria is met:

- 1) The subject is involved in circumstances which would arouse the suspicion of a reasonable and prudent person, and those circumstances are verifiable from at least three independent, reliable sources of information.
- 2) The information is the result of direct observation by the submitting officer.
- 3) The subject has been convicted of the offense in question.
- 4) A subject who, by his/her own admission, has a contagious disease and has threatened or attempted to convey that disease to an officer. Information of the existence of a contagious disease received in this manner would not be within the confidentiality restriction of the AIDS Confidentiality Act (ACA), 410 ILCS 305/1 et. seq. While such information may be cause for entry, the information should only be disclosed to those at the scene of an incident with an immediate need for the information.
- 5) Criteria to enter a person suspected or convicted of "stalking" is as follows:
  - . The suspect must have committed two acts as required by the basic "stalker" statute, and
  - . The victim must seek relief of an explicit court order of protection if the suspect is a household or family member, or
  - . The circumstances which constitute the offense of "stalking" are verifiable from at least three independent, reliable sources of information.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## V.A. REQUIREMENTS FOR ENTRY (Continued)

### 3. Crime Categories and Offenses

A subject may be entered into the file for involvement or suspected involvement in the following criminal categories:

#### GENERAL CRIMINAL

Arson  
Robbery  
Burglary  
Cartage  
Fencing  
Financial Crime  
Auto Theft

#### VIOLENT CRIME

Murder  
Terrorism  
Stalking  
Child Molestation  
Kidnapping  
Threat to Police  
Other Violence  
Sex Crimes  
Extremist  
Rape

#### DRUGS\*

Heroin  
Cocaine  
Pharmaceutical  
Hallucinogens  
Marijuana  
Other Drugs

#### ORGANIZED CRIME

Juice Loans  
Prostitution/Sex  
Extortion  
Labor Racket  
Organized Crime Boss  
Organized Crime Member  
Motorcycle Gang Member\*\*

#### GAMBLING

Bookmaking  
Casino (includes  
dice/cards)  
Paper (includes parley  
cards, jar games  
and lottery)

\* All narcotic categories are for subjects involved in the illegal distribution of drugs.

\*\* Refers to members of outlaw motorcycle "gangs" or "clubs".

## B. DOCUMENTATION

All entries into the LEADS Field Notification Program File must be substantiated with accurate documentation prior to entry. Entering agencies are responsible for the support of each record they initiate. A sample documentation form has been provided to assist agencies in supporting FNPF records. Copies of case reports, complaints, etc. that would additionally substantiate an entry should also be attached to the primary documentation.

**ILLINOIS STATE POLICE  
FIELD NOTIFICATION ENTRY FORM**

(All categories must be completed, and supportive documentation  
must be supplied with this form before program entry will be considered)

Submitter ID #:

Submitter Name:

District/Office:

NCIC #:

Subject Name: \_\_\_\_\_

(Last)

(First)

(Middle)

SEX:    M    F  
(CIRCLE ONE)

DOB:

Race:

HGT:

WGT:

Hair:

Eyes:

Skin:

SMT:

SOC:

DLN:

DLS:

MISC:

VCO:

VYR:

VMA:

VMO:

VST:

License #:

LIS:

LIT:

LYR:

VIN:

Alias(s): \_\_\_\_\_

(Last)

(First)

(Middle)

PRIORITY (1) MO: \_\_\_\_\_

(SEE BACK OF FORM)

PRIORITY (2) MO: \_\_\_\_\_

PRIORITY (3) MO: \_\_\_\_\_

☐

ORIGINAL

☐

UPDATE

☐

CANCELLATION

**NARRATIVE:** (Please provide a brief statement of the reason(s) for submission, any cautions or other pertinent information).

(Please provide any additional information on another sheet)

The information contained in this document and attachments is correct to the best of my knowledge and belief. I understand that, if approved, it will be entered into the Field Notification Program.

Submitter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# FNP CRIME CLASSIFICATION/OFFENSES

(Classifications are to be used to indicate one or more MOs on the front of this form. They may be prioritized by using the priority blank. Offenses will print out in the order in which they are prioritized. If no priorities are selected by the submitter, offenses will be prioritized in the order in which they appear below).

CATEGORY	OFFENSE	CLASSIFICATION	NOTES/INSTRUCTION
VIOLENT CRIMES:	Murder Terrorism Rape Child Molestation Kidnapping Threat Police Other Violence Stalker Sex Crimes Extremist	VCM VCT VCR VCC VCK VCP VCO VCI VCS VCE	One year restriction on activity does not generally apply to violent criminal behavior.         Includes Violent Sexual Acts Potentially Violent Activists
ORGANIZED CRIME:	Juice Loans Prostitution/Sex Extortion Labor Racketeering Organized Crime Boss Organized Crime Member Motorcycle Gang Member	OCJ OCP OCX OCL OCB OCM OCG	Vice oriented sex activities Synonymous with intimidation      Outlaw M/C gang member
NARCOTICS:	Heroin Cocaine Pharmaceuticals Hallucinogens Marijuana Other Drugs	NAH NAC NAP NAA NAM NAO	All narcotic categories are for people involved in the illegal distribution of drugs
GAMBLING:	Bookmaking Casino Gambling Paper Paraphernalia	GMB GMC GMP	
GENERAL CRIMINAL:	Arson Robbery Burglary Cartage Theft Fencing Financial Crime Auto Theft Other Theft	CCA CCR CCB CCT CCF CFC CAT COT	Theft from transit



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## V. ENTERING INDIVIDUALS INTO THE FIELD NOTIFICATION PROGRAM FILE (Continued)

### C. DATA REQUIRED FOR ENTRY

MKE Message Key LEW1, LEW1A, LEW1S or LEW1Y  
OFF Offense Code - must be FNPF  
DOW Date of last contact  
NAM Individual's name  
SEX Individual's sex  
RAC Individual's race  
DOB Individual's date of birth  
HGT Individual's height  
WGT Individual's weight  
HAI Hair color  
EYE Eye color  
CIL Must be "F"  
GEO Must contain at least one three-character FNP Crime Category Codes  
(limit of five)  
ORA Originating authority's name  
ENT Entering terminal's CDC  
OPR Entering operator's initials or ID number

### D. OTHER DATA FOR ENTRY

1. Reason for Caution -- list any and all weapons and/or reasons for caution as the first item in the MIS. (Use caution indicators in the MKE when applicable).
2. Alias Names or Dates of Birth -- if available, should be attached to the master record via an Alias Name Message (see Alias chapter). Do not list alias names and/or dates of birth in the MIS because the MIS field is not searched and hits would therefore not be returned.
3. Vehicle Data -- (LIC, LIS, LIT, LIY, LIM, VIN, VYR, VMA and VST) may be included in the record if the individual is known to drive or be a passenger in the specified vehicle.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## V. ENTERING INDIVIDUALS INTO THE FIELD NOTIFICATION PROGRAM FILE (Continued)

### E. GENERAL ENTRY PROCEDURES

After it has been determined an individual has been involved in, or is suspected of being involved in qualifiable criminal offenses, criteria for entry is existent and documentation to substantiate entry is complete, entry into the LEADS Field Notification Program File may occur. The LEADS operator would then take the following steps to initiate entry:

1. Ensure appropriate documentation is complete.
2. Ensure criteria for entry has been established and documented.
3. Study Sample Example -- Review sample entry in section VI. to assist in determining if any required data is missing.
4. Obtain Necessary Codes -- Obtain all necessary codes; ensure correct Crime Category Codes are obtained for placement in the GEO field.
5. Call Format -- Use the call code LFR.FEW to obtain the appropriate format.
6. Key Data -- Type all of the data in the appropriate free-form sequence or format fields. Double-check your work and transmit after determining all data is correct.
7. Check Enter Acknowledgement Message -- After transmitting, a copy of the record will be returned if the entry was accepted by the mainframe. Review the acknowledgement message for errors and compare to supportive documentation to ensure all data was entered accurately.
8. Second Party Quality Check -- Have a supervisor or co-worker review the enter acknowledgement message and supportive documentation to ensure accuracy and integrity. It is recommended the second party initial the Enter Acknowledgement after review is completed.
9. Retain Enter Acknowledgement -- LEADS Rules and Regulations (Volume III) require retention of the Enter Acknowledgement in the agency's Active Message File. A separate file should be maintained specifically for Field Notification Program entries.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## V. ENTERING INDIVIDUALS INTO THE FIELD NOTIFICATION PROGRAM FILE (Continued)

### F. SAMPLE ENTER MESSAGE

Joseph Phillip Wilson has been arrested (032994) by Elgin Police Officer Roger Holbrook for possession of cocaine and unlawful use of weapons. Officer Holbrook observed Wilson speeding and the ensuing circumstances led to the arrest. During the arrest process, Wilson told Officer Holbrook he would "hurt" the next police officer he contacted after his release. Officer Holbrook determined Wilson to be a qualifiable candidate for LEADS Field Notification Program File entry. Wilson was born July 13, 1971, and is 511, 185 with brown hair and blue eyes. He is a male, white and wears glasses. Wilson was driving an 89 red Mustang hatchback; Illinois 08/94 license JOEYS. Officer Holbrook had discovered a loaded automatic weapon under the driver seat at the scene of the arrest. Other circumstances surrounding the arrest and previous contacts with Wilson established the suspicion Wilson transports illegal drugs periodically between St. Louis and Chicago. Officer Holbrook obtained the following numerics: Illinois DLN/W12345671234 expires 1997, Illinois SID/IL2326141, FBI/123023KAO, Chicago IR/877410 and SOC/123456190. The fingerprint classification listed in Wilson's criminal record is PMP1PMP013PMP0PMP113. Officer Holbrook has documented all of this information and is requesting LEADS entry in the Field Notification Program File.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

V.F. SAMPLE ENTER MESSAGE (Continued)

FORMATTED CALL CODE: LFR.FEW.:

L EW1A TMP \_\_\_\_\_ OFF FNPF  
DOW 032994 NAM WILSON,JOSEPH PHILLIP SEX M  
RAC W POB NY DOB 071371 AGE \_\_\_\_ HGT 511 WGT 185 HAI BRO EYE BLU  
SKN \_\_\_\_ FBI 123012KAO SID 2326141 FPC PMP1PMP013PMP0PMP113  
SOC 123456190 DLS IL DLN W12345671234 DLY 97  
MNU OA-IR877410 SMT GLASSES MIS  
ARMED WITH AUTOMATIC WEAPON, VERBAL THREAT TO HARM POLICE ]  
OFFICERS, SUSPECTED OF TRANSPORTING DRUGS ST LOUIS TO CHICAGO ]  
T \_\_\_\_\_  
CIL F GEO VCP,NAC ]  
\_\_\_\_\_  
VCO RED VYR 89 VMA FORD VMO MUS VST HB  
VIN 1FABP40E7KF300911  
LIM 08 LIY 94 LIS IL LIT PC LIC JOEYS  
OCA 94-F-31 ORA PD ELGIN IL ENT XXX OPR AS

The LFR.FEW format is used to enter into the Field Notification Program File. Completion of the format differs from a Wanted Person File entry. The offense code must always be FNPF, the CIL must be completed with an "F" and the GEO field must contain the code(s) for the crime category.

## Required Fields

MKE LEW1, LEW1A, LEW1Y, or LEW1S (use caution indicators when appropriate.)  
OFF Must be "FNPF"  
DOW Enter last date subject contacted  
NAM  
SEX  
RAC  
DOB  
HGT  
WGT  
HAI  
EYE  
MIS Must begin with reason for caution or weapons if applicable. Use to further explain category code(s) used, tattoos, etc.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## V. ENTERING INDIVIDUALS INTO THE FIELD NOTIFICATION PROGRAM FILE (Continued)

### G. ENTER ACKNOWLEDGEMENT MESSAGE

When the computer accepts the entry, it will return a copy, or Enter Acknowledgement, to the entering terminal. The computer will add the date and time of entry as the first line. The CDC of the entering agency and the LEADS number assigned by the computer will be inserted before the message key. The date and time will also be added to the last line following the CDC and the operator initials. The remainder of the message will look like the original entry message. The acknowledgement message for the sample entry would look like the one below.

```
Line 1   CHF 070294 1916

Line 2   XXX W94E1234 LEW1A.
Line 3   FNPF.070194.
Line 4   WILSON,JOSEPH PHILLIP.M.W.NY.
Line 5   071371.23.511.185.BRO.BLU.
Line 6   .123023KO.2326141.PMPIPMP013PMPOPMP113.123456190.
Line 7   IL.W12345671234.97.OA-IR877410.
Line 8   ARMED WITH AUTOMATIC WEAPON,VERBAL THREAT TO HARM POLICE
Line 8a  OFFICERS,SUSPECTED OF TRANSPORTING DRUGS ST LOUIS TO CHICAGO
Line 9   F.VCP,NAC.
Line 10  RED.89.FORD.MUS.HB.
Line 11  1FABP40E7KF300911.
Line 12  08.94.IL.PC.JOEYS.
Line 13  94-F-31.
Line 14  PD ELGIN IL.
Line 15  XXX.AS.1916 070294.

Line 1   Date and time stamp attached by LEADS
Line 2   Entering agency's CDC and the LEADS number
Line 15  Time and date of entry
```

### H. AUTOMATIC BROADCASTING

Because persons entered into the Field Notification Program File are not wanted or missing, entries into this file are not broadcast to other LEADS terminals.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## V. ENTERING INDIVIDUALS INTO THE FIELD NOTIFICATION PROGRAM FILE (Continued)

### I. AUTOMATIC HIT NOTIFICATION

After an agency enters record into the Field Notification Program File, LEADS will notify the entering agency of each hit on the record. These notices should be retained with entry or documentation should future need by the entering or another agency arise.

Sample: CHF 050294 1003

DPI HIT ON LDS/W94A1146  
OCA/9201034 ORA/ISP DIST 18, LITCHFIELD  
INQUIRING TERMINAL/AYA

### J. DUPLICATE RECORDS

Whenever an attempt is made to enter a record into the Field Notification Program File, LEADS automatically generates inquiries into the Computerized Hot Files to determine whether there are any apparent duplicate records already on file. This crosscheck searches for matching Field Notification Program records based on name, sex and DOB.

1. Wanted, Missing or Gang Member record already on file -- If an agency already has a wanted, missing or gang member record for the same subject already entered in LEADS, a subsequent FNPF entry may still be made.
2. Field Notification Program record already on file -- If an agency already has established an FNPF record on the same subject, a reject will occur. A wanted, missing, or gang member entry may still be made.
3. Other Agency Duplicate -- If another agency has already established an FNPF record on the same subject:
  - a. Contact that agency and provide any additional information to allow them to modify their record. (Attach Add-On to document contact.)
  - b. If your agency has different criteria and offenses for entry (substantiated by documentation), initiate FNPF record.
  - c. If other agency does not wish to modify their FNPF record and your agency has no criteria or documentation to substantiate entry, attach an Add-On entry to the other agency's record to document contact.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

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## VI. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The following pages provide reference to detailed descriptions and specifications for each of the data fields found in a Field Notification Program File record. Each field is described in a standard format labeled A through L.

### B. SUMMARY/INDEX

On the opposite side of this card and the succeeding page is a summary and index for all Field Notification Program File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages.

### C. CODES

Some fields require the use of codes, which may be found immediately following the corresponding Field Description.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

FIELD NOTIFICATION PROGRAM FILE DATA FIELD SUMMARY / INDEX

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	FNP- PAGE # FOR DETAILS	FNP- PAGE # FOR CODES	FNP- PAGE # FOR CODES	NO. OF POS- ITIONS (LNGTH)	CHAR- ACTER TYPES (1)	USED WITH INQ.?	WHEN MODIFYING, YOU MAY	CHANGE	DELETE	REQD. FOR ENTER?
FIELD NAME							ADD			
Message Key/Record Label	MKE	FNP-26	FNP-26	3-5	C	Yes	N/A	No	No	Yes
Temporary Info. for Enter	TMP	WPERS-58	WPERS-58	to 50	L,N,P	N/A	N/A	N/A	N/A	No
Offense Code	OFF	FNP-27	FNP-27	4	C	No	N/A	Yes	No	Yes
Date of Last Contact	DOW	FNP-28	FNP-28	6	N	No	N/A	Yes	No	Yes
Name of Person	NAM	WPERS-74		to 30	L,P	Yes	N/A	Yes	No	Yes
Sex of Person	SEX	WPERS-78	WPERS-78	1	C	Yes	N/A	Yes	No	Yes
Race of Person	RAC	WPERS-79	WPERS-79	1	C	Yes	N/A	Yes	No	Yes
Place of Birth	POB	WPERS-80	WPERS-81	2	C	No	Yes	Yes	Yes	No
Date of Birth	DOB	WPERS-82		6	N	Yes	Yes	Yes	Yes(2)	No(2)
Age (LEADS only)	AGE	WPERS-83		2	N	No	N/A	N/A	No	No(3)
Height	HGT	WPERS-84		3	N	No	N/A	Yes	No	Yes
Weight	WGT	WPERS-85		3	N	No	N/A	Yes	No	Yes
Hair Color	HAI	WPERS-86	WPERS-86	3	C	No	N/A	Yes	No	Yes
Eye Color	EYE	WPERS-87	WPERS-87	3	C	No	N/A	Yes	No	Yes
Skin Tone	SKN	WPERS-88	WPERS-88	3	C	No	Yes	Yes	Yes	No
FBI Number	FBI	WPERS-89		9	L,N	Yes	Yes	Yes	Yes	No
SID Number (LEADS only)	SID	WPERS-92		7	N	Yes(4)	Yes	Yes	Yes	No
Fingerprint Classification	FPC	WPERS-93	WPERS-93	20	C	No	Yes	Yes	Yes	No
Social Security Number	SOC	WPERS-95		9	N	Yes	Yes	Yes	Yes	No
Driver's License State/Country	DLS	WPERS-96		2	C	No	Yes(5)	Yes	Yes(5)	No
Driver's License Number	DLN	WPERS-97		20	L,N	Yes	Yes(5)	Yes	Yes(5)	No
Driver's License Year Expires	DLY	WPERS-98		2	N	No	Yes(5)	Yes	Yes(5)	No

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

(2) Required unless another numeric is entered.

(3) Required only when DOB is not entered.

(4) Only searches the LEADS File, not NCIC.

(5) Refer to page indicated in Column X for restrictions on modification of this field.

C O N T I N U E D B E L O W



Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

FIELD NOTIFICATION PROGRAM FILE DATA FIELD SUMMARY / INDEX

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	FNPF- PAGE #	FNPF- PAGE #	FNPF- PAGE #	NO. OF POSITIONS (LNTH)	CHAR- ACTER TYPES (1)	USED WITH INQ.?	WHEN MODIFYING, YOU MAY			
FIELD NAME	CODE	DETAILS	CODES				ADD	CHANGE	DELETE	ENTER?
Miscellaneous Number	MNU	WPERS-99	WPERS-100	15	C,L,N,P	Yes	Yes	Yes	Yes(5)	No
Scars, Marks, Tattoos, etc.	SMT	WPERS-101	WPERS-102	10	C	No	Yes	Yes	Yes	Varies
Miscellaneous (Permanent)	MIS	FNPF-29		to 111	L,N,P	No	Yes	Yes	Yes	Varies
Miscellaneous (Temporary)	-	WPERS-117		to 47	L,N,P	N/A	N/A	N/A	N/A	No
Court Issued Limits	CIL	FNPF-31	FNPF-31	1	C	No	No	Yes	No	Yes
Geographic Limits	GEO	FNPF-32	FNPF-33	113	L,N	No	No	Yes	No	Yes
Vehicle Descriptors	-	WPERS-120	VEH-143	-	VIN	Yes	Yes	Yes	Yes	No
Vehicle Registration Data	-	WPERS-121	VEH-143	-	LIC	Yes	Yes	Yes	Yes	No
Originating Authority's Case #	OCA	WPERS-122		to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency Name (LEADS only)	ORA	WPERS-123		8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC	ENT	WPERS-124		3	C	No	N/A	No	No	Yes
Entering Terminal Operator's Initials/ID	OPR	WPERS-125		2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	WPERS-126		4	N	No	N/A	No	No	N/A
Date of Entry	DTE	WPERS-127		6	N	No	N/A	No	No	N/A
NCIC Record Index Number	NIC	WPERS-128		10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number	LDS	WPERS-129		8	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:    Message Key/Record Label
- B. FIELD CODE:    MKE
- C. FIELD LENGTH:    4-5 positions free-form; 3-4 in LFR.FEW format
- D. CHARACTER TYPE(S) ALLOWED:    Specific letters and numbers
- E. USED AS ON-LINE INQUIRY IDENTIFIER?    No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?    No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                    |                     |
|-------------------|--------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> No | <u>DELETED?</u> N/A |
|-------------------|--------------------|---------------------|
- H. ON ENTRY, DATA IS:    Required.
- J. PURPOSE AND USAGE:    The message key tells the computer what kind of message you are sending. It directs the computer to file the Field Notification Program record in LEADS only and indicates if any specific caution indicators exist.
- K. ALLOWABLE DATA AND EDITS:
1. The message key is edited against the Offense Code (FNPF) to:
    - a. produce a caveat preceding the hit.
    - b. produce a record label of "CAUTION" on a hit on the record,
    - c. ensure the record is being sent to LEADS only,
    - d. attach and translate any caution indicator used in the MKE.
  2. The message key used to enter a Field Notification Program File record must be one of the following:

LEW1    - Enter record into LEADS only.

LEW1A - Enter record into LEADS only with Armed/Dangerous caution indicator.

LEW1S - Enter record into LEADS only with Suicidal caution indicator.

LEW1Y - Enter record into LEADS only with Armed/Dangerous/Suicidal caution indicator.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Offense Code
- B. FIELD CODE: OFF
- C. FIELD LENGTH: 4 positions
- D. CHARACTER TYPE(S) ALLOWED: Only the letters FNPF
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                          |                           |                            |
|--------------------------|---------------------------|----------------------------|
| <u>ADDED?</u> <u>N/A</u> | <u>CHANGED?</u> <u>No</u> | <u>DELETED?</u> <u>N/A</u> |
|--------------------------|---------------------------|----------------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: The Offense Code indicates the record is a Field Notification Program File record. It also alerts agencies receiving hits that the subject is not wanted. The computer also uses the Offense Code in conjunction with the Message Key to generate a record label of "CAUTION" and a caveat to precede the hit.
- K. ALLOWABLE DATA AND EDITS: The Offense Code required to enter an individual into the Field Notification Program File is "FNPF".



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Date of Last Contact
- B. FIELD CODE: DOW
- C. FIELD LENGTH: 6 positions
- D. CHARACTER TYPE(S) ALLOWED: Numeric only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Indicates the date the last contact was made with the individual.
- K. ALLOWABLE DATA AND EDITS: Any possible date expressed in month-day-year format; January 1, 1994, would be entered as 010194. The date must be either the current date or a previous one.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: 121 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters; \$, /, comma, hyphen, and ampersand (&). The period (.) is not allowed.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | Yes | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | Yes |
|---------------|-----|-----------------|-----|-----------------|-----|
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Reason for caution and/or weapons is required if applicable; all other information is optional.
- J. PURPOSE AND USAGE: To further identify the record as a Field Notification Program File record. To provide specific information related to major and violent offenders that positively impacts officer safety.
- K. ALLOWABLE DATA AND EDITS: Free-form text using allowable characters. When making an entry free-form, the first period (.) used in the MIS will signal the end of the MIS Field to the computer; do not use periods as punctuation in the MIS or to separate the MIS and the Temporary MIS fields.
- L. NOTES:
1. Caution Explanation: If a caution indicator was used in the MKE, the reason for caution must appear first in the MIS. Example: MIS/SAWED OFF SHOTGUN, THREATS TO POLICE OFFICERS.
  2. Weapons: List any and all weapons to provide officer safety information in a uniform manner.
  3. Clarify Category Codes/Threats: To further enhance officer safety, clarify offenses and threats of violence whenever possible.
  4. Defining Scars, Marks, and Tattoos: If you are able to describe an SMT, it should be defined in the MIS. If you completed the SMT field with SMT/TAT RF ARM and knew the tattoo was of a sword, it would be defined in the MIS with SMT/SWORD.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

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## MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

5. Cross-Reference to Other LEADS Records - When an agency makes an FNPF entry on two or more suspected criminals who are known to associate with each other, the agency should cross-reference each FNPF record to the other. This can be done by placing the LEADS Number (LDS) in the Miscellaneous Field (MIS) of the other FNPF's record with appropriate explanatory notation.
6. 24-Hour Telephone Number: To allow an agency wishing to obtain clarification or additional details related to a hit, it is beneficial to list a 24-hour telephone number.



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Court Issued Limitations
- B. FIELD CODE: CIL
- C. FIELD LENGTH: 1 position
- D. CHARACTER TYPE(S) ALLOWED: The letter F
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                    |                     |
|-------------------|--------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> No | <u>DELETED?</u> N/A |
|-------------------|--------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Court issued limits pertain to wanted persons and have no relation to Field Notification Program records. Because of edits requiring the field to be completed, an "F" must be placed in the field to indicate no limits apply and it is an FNPF record. Sample: CIL/F.
- K. ALLOWABLE DATA AND EDITS: Edits require the field be filled. Completion to correctly reflect an FNPF record requires use of the letter F.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:    Geographic Limitations
- B. FIELD CODE:    GEO
- C. FIELD LENGTH:    113 positions
- D. CHARACTER TYPE(S) ALLOWED:    Alpha, comma
- E. USED AS ON-LINE INQUIRY IDENTIFIER?    No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?    No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:    Required for FNPf records to specify crime category.
- J. PURPOSE AND USAGE:    To specify what crime categories/offenses subject is related to.
- K. ALLOWABLE DATA AND EDITS:    Complete CIL field with "F" and complete GEO field with at least one and no more than five of the following codes:

NOTE:    When using more than one code in an entry, separate the codes with a comma.    Example CIL/F GEO/VCM,VCI,OCG

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## GEOGRAPHIC LIMITATIONS (GEO) (Continued)

### FNP CRIME CATEGORY CODES

<u>CODE</u>	<u>TRANSLATION</u>	
CCA	GENERAL CRIMINAL	- ARSON
CCR	GENERAL CRIMINAL	- ROBBERY
CCB	GENERAL CRIMINAL	- BURGLARY
CCT	GENERAL CRIMINAL	- CARTAGE (THEFT FROM CARGO IN TRANSIT)
CCF	GENERAL CRIMINAL	- FENCING
CFC	GENERAL CRIMINAL	- FINANCIAL CRIME
CAT	GENERAL CRIMINAL	- AUTO THEFT
COT	GENERAL CRIMINAL	- OTHER THEFT
GMB	GAMBLING	- BOOKMAKING
GMC	GAMBLING	- CASINO (INCLUDES DICE AND CARDS)
GMP	GAMBLING	- PAPER (PARLEY CARDS, JAR GAMES & LOTTERY)
NAH	DRUGS	- HEROIN
NAC	DRUGS	- COCAINE
NAP	DRUGS	- PHARMACEUTICALS
NAA	DRUGS	- HALLUCINOGENS
NAM	DRUGS	- MARIJUANA
NAO	DRUGS	- OTHERS
OCJ	ORGANIZED CRIME	- JUICE LOANS
OCP	ORGANIZED CRIME	- PROSTITUTION/SEX
OCX	ORGANIZED CRIME	- EXTORTION
OCL	ORGANIZED CRIME	- LABOR RACKET
OCB	ORGANIZED CRIME	- OC BOSS
OCM	ORGANIZED CRIME	- OC MEMBER
OCG	ORGANIZED CRIME	- MOTORCYCLE GANG MEMBER
VCM	VIOLENT CRIME	- MURDER
VCT	VIOLENT CRIME	- TERRORISM
VCR	VIOLENT CRIME	- RAPE
VCC	VIOLENT CRIME	- CHILD MOLESTATION
VCK	VIOLENT CRIME	- KIDNAPPING
VCP	VIOLENT CRIME	- THREAT POLICE
VCO	VIOLENT CRIME	- OTHER VIOLENCE
VCS	VIOLENT CRIME	- SEX CRIMES
VCE	VIOLENT CRIME	- EXTREMIST
VCI	VIOLENT CRIME	- STALKING

NOTE: When using more than one code in an entry, separate the codes with a comma. Example CIL/F GEO/VCM,VCI,OCG



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

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## VII. MODIFICATION OF FNPF MEMBER RECORDS

- A. WHAT IS MODIFICATION? -- Modification allows you to add, change or delete data in an existing record entered by your agency. You may only modify records entered by your agency. Modification to another agency's record is not allowed. If you wish to add additional data to another agency's Field Notification Program record, an Add-On message may be made.
- B. WHEN TO MODIFY -- Modify a record when you obtain additional data after the record has already been entered or an error(s) is discovered in the record.
- C. MODIFY MESSAGE KEYS -- The MKE to modify a Field Notification Program record is LMW. The transaction may be done free-form or in the LFR.FMOD. format.
- D. HOW TO MODIFY A RECORD -- For specific details on modifying a record, refer to Wanted Persons, page WPERS-134.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## VIII. ADD-ON CAPABILITY

### A. WHAT IS AN ADD-ON?

An Add-On provides the capability to attach applicable miscellaneous information to any LEADS record. The information attached to a record is like a notation and should not be data that should be placed in a field. An Add-On may be attached to your own record or another agency's record. A total of 99 Add-Ons may be attached to one master record.

### B. REASONS TO ATTACH ADD-ONS TO FNPF MEMBER RECORDS

If an agency has established a Field Notification Program record and another agency has contact with the individual, an Add-On should be attached to the original entry documenting the contact. For example, Burr Ridge Police Department has entered Bobby Winston as an organized crime member. Willowbrook Police Department has had field contact with Bobby and should attach an Add-On to Burr Ridge's entry documenting this contact. Note: When placing an Add-On onto another agency's record, contact should be made with the originating agency to share the information.

An Add-On attached to document field contact must contain:

1. date and time of contact,
2. location of contact,
3. reason for contact (suspicious activity, traffic, etc.),
4. officer's last name and badge number,
5. vehicle description (if applicable),
6. any other miscellaneous information such as caution, if subject was arrested and why, statements made by subject, etc.

If an agency has identified different crime category involvement on a subject, the information is substantiated with documentation, and if entry criteria is present, the agency should initiate their own FNPF record.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## VIII. ADD-ON CAPABILITY (Continued)

### C. MAKING AN ADD-ON ENTRY

Below is a sample Add-On entry. Additional details on how to make an Add-On entry can be found in the Add-On Chapter.

FORMAT CALL CODE: LFR.FEADD.

LED.LDS/ W94E2345 2ND ID NAM / WINSTON,BOBBY A  
ADD ON: CONTACT 020994 1813, 123RD-HARLEM PALOS HEIGHTS,  
MOTORIST ASSIST,BARR-423, BLK 71 GRAND PRIX LIC/15372,  
ARRESTED POSS CANNABIS



# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## IX. ALIAS NAMES

### A. ATTACHING ALIAS NAMES TO FNPf MEMBER RECORDS

Alias names or dates of birth and nicknames may be added to Field Notification Program records whenever possible. The intent of the Field Notification Program is to maximize officer safety during encounters with known and suspected major criminal violators. Adding alias names, nicknames and alias dates of birth will help ensure officers are made aware immediately of the potential for danger.

### B. MAKING AN ALIAS ENTRY

A total of 30 alias names and nine alias dates of birth may be added to a master record by the entering agency. After entering an individual into the Field Notification Program File, note the LEADS number of the record and key LFR.FEALS. to obtain the Alias Format. Complete the format as shown in the below example and transmit. An acknowledgement of the alias entry will be received upon successful completion.

FORMAT CALL CODE: LFR.FEALS

L EN LDS/W94E2345 NAM/ JEFFRIES,ROBERT A  
AKA JEFFRIES,BOBBY \_\_\_\_\_  
AKA JEFFRIES,SNAKE \_\_\_\_\_  
AKA \_\_\_\_\_  
DOB 121378 DOB \_\_\_\_\_ DOB \_\_\_\_\_

#### Sample Acknowledgement:

1) CHF 012194 1032

2) cdCEN LDS W94E2345

Line 1) CHF Date and Time stamp.

Line 2) Entering agency CDC followed by Enter Alias message key and LEADS number of the master record.

NOTE: For more specific details about Alias', refer to the Alias Chapter.

# Illinois LEADS Reference Manual

FIELD NOTIFICATION PROGRAM

## X. VOIDING

Voiding is a method to remove a record from LEADS. Only the agency that entered a record may void it. Voiding a record can occur if the record was entered by mistake, entry errors are in non-modifiable fields or are too numerous. A Field Notification Program File record may be voided with the message key LXW. For complete details on how to void a record, refer to the Wanted Persons Chapter, X. Voiding.

## XI. CANCELLING FNPf MEMBER RECORDS

Cancelling is the process of removing the record because it has served its purpose and is no longer active. Only the agency that entered a record may cancel the record. A Gang Member File record should be cancelled when; 1) it has been determined the subject is no longer involved or suspected of being involved in the criminal activity specified, 2) the subject is deceased and 3) documentation of the reason for cancellation has been completed. The Message Key to cancel a Field Notification Program File record is LCW. For complete details on how to cancel a record, refer to the Wanted Persons Chapter, XI. Cancelling.

NOTE: Prior to cancelling a Field Notification Program record, an agency must contact other agencies with Add-Ons attached to their master record to ensure those agencies do not have information that would change a decision to cancel the record.

## XII. RECORD FILING

Field Notification Program records should be filed in a separate category; not with Wanted or Missing Persons records. The Enter Acknowledgement and supportive documentation must be present in the file. Upon cancellation, the record should be filed in the cancelled records section and retained for at least one year as directed in Volume III, Rules and Regulations.









# Illinois LEADS Reference Manual

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MISSING PERSONS (9B)

## Chapter 9B

### MISSING PERSONS

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MISSING PERSONS (9B)

## I. INTRODUCTION

### A. WHAT IS THE MISSING PERSONS FILE?

The Missing Persons File is made up of computerized records containing personal descriptors and identifiers for persons of any age who have been reported missing.

Illinois agencies are required to enter Missing Person records on individuals as soon as minimum data for entry is available. There is no waiting period whatsoever. Records which qualify are forwarded to the NCIC computer.

### B. PURPOSE OF THE MISSING PERSONS FILE

The purpose of this file is to provide all law enforcement agencies with a means of sharing and communicating data which may lead to the identification of persons reported missing.

LEADS (but not NCIC) allows for the entry of accident victims and incarcerated persons. Having accident victims on file provides a service to Illinois police agencies and the public in those instances when a citizen asks the police for information about an overdue traveler or otherwise missing person. Incarcerated persons are often entered by departments that do not operate their own jail as a way of keeping track of where their prisoners have been taken. Incarcerated person records may also, on occasion, provide the whereabouts of a person otherwise thought to be missing.

### C. WHAT'S IN THE MISSING PERSONS FILE?

1. Criteria for Entry in Missing Persons File -- Records are entered in the LEADS Missing Persons File under the categories listed below. When entering a missing person who is a juvenile (with the exception of accident victims and incarcerated persons) you must use a juvenile message key. For details and message keys, see Sections V., VI., and VII.

Endangered

Disabled

Involuntary

Catastrophe Victim

Parental Abduction

Accident Victim

Runaway

Incarcerated Person

Habitual Runaway

(Entries of Accident Victims and Incarcerated Persons may minimize Missing Person Reports.)

## I.C. WHAT'S IN THE MISSING PERSONS FILE? (Continued)

2. Supplemental Data -- Supplemental record data, which is actually an attachment to an existing Missing Person record, may be entered into the NCIC File. Refer to Sections XIII. and XIV. of this chapter.

## D. WHAT SHOULD NOT BE IN THE MISSING PERSONS FILE?

Individuals who do not meet the minimum requirements for entry should not be found in the file. Documentation requirements are given in Section V of this chapter.

## E. RETENTION PERIOD FOR MISSING PERSON RECORDS

A Missing Person record is retained indefinitely unless action is taken by the originating agency to cancel the record or the record has been located. A Missing Person record on an accident victim or an incarcerated person is retained for one week unless cancelled by the originating agency.

A Missing Person record that is in the system for 30 days or more requires that a Supplemental Dental record be entered. At the end of 30 days, the entering agency will receive an automatic broadcast message directing the agency to obtain dental information about the missing person and enter it as part of the Missing Person Record. See Section XIII. for an example of this message.

Data in the LIC, LIY, LIT, and LIM Fields in a Missing Person base record or supplemental record will be purged one year after the license plate expires as indicated in the LIY Field.

NOTE: Emancipated Juvenile Hit Response -- When a record is returned on a missing person, who at the time of entry was a juvenile, but has since reached the age of emancipation, the response will include the caveat, "Emancipated Juvenile". The record will no longer be purged because the subject reaches the age of emancipation. The record will remain active until cancelled by the entering agency. The new caveat means that the person was entered as a juvenile, has since reached adulthood, but is still considered to be "missing".



## II. HOW TO INQUIRE INTO/SEARCH THE MISSING PERSONS FILE

### A. ON-LINE INQUIRY

To search the LEADS and NCIC Missing Persons Files, you must have certain information (required identifiers) about the individual in question or an associated vehicle. To maximize your chances of finding the correct record, use as many identifiers in your inquiry as you have available.

1. Missing Persons File Inquiry Message Keys Table -- The Table shown on pages MPERS-4 and -5 shows you all the possible inquiry message key combinations, what they mean to the computer, and what results you can expect. Refer to the Table for the necessary inquiry identifier(s) and message keys. Also, when using free-form inquiry, remember to list the identifiers in the order shown.
2. LEADS Soundexing -- Soundexing is a method used to translate names into a coded form. When names have been coded, sound-alike names will usually have the same coded form, therefore allowing a match when these coded forms are compared.

A number of different soundex routines are available. Some applications require types that match closer than others. LEADS, SOS, and NCIC all use different types of routines. See SOS Soundex Inquiry below.

If a LEADS inquiry is made using name, sex, and a numeric identifier, the name is immediately soundex coded by the computer. The coded name and sex are then used to search the Person Index File. If no matches are found, a NO HIT message is sent. If a match is found by soundex name and sex, the person's master record is retrieved and the numeric identifier used in the inquiry is compared with the same one in the record. If those two numbers match, it is considered a hit. Also, if more than one numeric is used in the inquiry, but only one matches in the record, this is also considered a hit. A hit may also occur based on a Social Security Number, VIN, or License Number, regardless of whether the soundexed name and sex match, because these three numerics each have a separate index.

3. SOS Soundex Inquiry -- Using the message key "LZX2" along with a last name, you can obtain an individual's driver's license and license plate numbers through SOS Soundex Inquiry. This applies only to drivers and vehicles registered through the Illinois Secretary of State; the inquiry does not search LEADS nor NCIC Files. For more information, see Chapter 8, DRIVER RECORDS/PHOTO ID.
4. Inquiring on DLN and SOS -- To ensure maximum results from an inquiry, a telecommunicator should request the DLN from the inquiring officer as an additional descriptor, if it is not given. Also, telecommunicators should develop the practice of inquiring on a DLN that appears to be an SOC (always nine numerics) using the message field codes DLN and SOC. When an SOC is given and the DLN is unknown, the SOC should be inquired on using the message field codes SOC and DLN.



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## MISSING PERSONS FILE INQUIRY MESSAGE KEYS TABLE

MKE SUFFIX	MESSAGE KEY FORMAT	FREE-FORM	EXAMPLE
None	Z	LZW.	LZW.NAM/MOORE,MARY K.SEX/F.DOB/070445.
None	Z	LZW.	LZW.NAM/MOORE,MARY K.SEX/F.FBI/990077T2. LZW.NAM/MOORE,MARY K.SEX/F.MNU/PI-123456. LZW.NAM/MOORE,MARY K.SEX/F.SOC/311500322. LZW.NAM/MOORE,MARY K.SEX/F.DLN/M71334745842. LZW.NAM/MOORE,MARY K.SEX/F.BCI/3336313.
None	Z	LZW.	LZW.NAM/MOORE,MARY K.SEX/F.RAC/B.
None	Z	LZM.	LZM.LDS/M8512345.
2	Z2	LZW2.	LZW2.NAM/MOORE,MARY K.SEX/F.DOB/070445. LZW2.NAM/MOORE,MARY K.SEX/F.DOB/070445.DLN/M71334745842. LZW2.NAM/SMITH,ROY E.SEX/M.DLN/S51043839147.DLS/MI. LZW2.NAM/MOORE,MARY K.SEX/F.DOB/070445.DLS/AE.
2	Z2	LZW2.	LZW2.NAM/MOORE,MARY K.SEX/F.RAC/B.
S	ZS	LZWS.	LZWS.NAM/MOORE,MARY K.SEX/F. LZWS.NAM/MOORE,MARY K.SEX/F.RAC/B.
3	Z3	LZM3.	LZM3.LDS/M8512345.
5	Z5	LZW5.	LZW5.DLN/M71334745842.
None	None	NZN.	NZN.NIC/M123456789.
None	NQM	LNQM.	LNQM.AGE/25.SEX/F.RAC/W.HGT/504.WGT/130/EYE/BRO.HAI/BRO.  LNQM.NAM/MILLER,CAROLE.AGE/25.SEX/F.RAC/W.HGT/504. WGT/130.EYE/BRO.HAI/BRO.
None	None	LZM9.	LZM9.DAY/0120.

NOTE: The same message keys and identifiers that search the NCIC Missing Persons File also search NCIC's Juvenile Offender records and the Foreign Fugitive and U.S. Secret Service Protective Files.

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## MEANING TO THE COMPUTER

Search LEADS and NCIC Missing and Wanted Persons Files. The soundexed NAM, SEX, and DOB must match.

Search LEADS and NCIC Missing and Wanted Persons Files. Although NAM and SEX must be included with the numeric identifier, many times the inquiry will return a record when only the numeric field matches. This is always true with NCIC and sometimes true with LEADS. Also, using two or more numeric identifiers along with NAM and SEX increase the chances of hitting records. When you use an SOC, VIN, or LIC in your inquiry, the hit may be based solely on one of these numerics, regardless of whether NAM and SEX match. (If you use a BCI Number in your inquiry, only the LEADS File is searched, not NCIC.)

Search LEADS only. May produce multiple-record responses. Soundexed name and SEX must match, but RAC does not have to match exactly. (See Field Code Description for Race.)

Search LEADS only Missing Persons File. Produces the one record that matches the LEADS Number (LDS).

Search LEADS and NCIC Missing and Wanted Persons Files and SOS or out-of-state driver's license files if DLS is other than IL. If an NLETS Region Code is used, then the driver's license files of all states within that region will be searched.

Search LEADS and NCIC Missing and Wanted Persons Files and SOS Driver File. Responses from NCIC and SOS will be negative because of the missing numeric identifier. If 3 or fewer records exist, you will receive all record responses. If more than 3 records exist, the response from LEADS will tell you how many total records exist with the same NAM and SEX and how many exist with the same NAM, SEX, and RAC. In order to retrieve the records, you must repeat the inquiry with the "ZS" Message Key.

Search LEADS only Missing and Wanted Persons Files. Return all hits, regardless of how many hits there are. (This key should only be used when NAM, SEX, and/or RAC are the only available identifiers.)

Search LEADS Missing Person File only. Response is "NO REC" or "REC ON FILE".

Search the SOS Driver File by DLN. Then, with the DLN and the driver's name, sex, and date of birth returned from SOS, search the LEADS and NCIC Missing and Wanted Persons Files. (Only an Illinois DLN may be used with the "5" suffix. The DLS Field is optional, but must contain "IL" if used.)

Search NCIC only Missing Persons File. Produces the one record that matches the NCIC Number (NIC).

This is a "Physical Descriptor Inquiry". Search NCIC Missing Persons only. SEX, RAC, EYE, and HAI must match. AGE may be + or - 1 year; HGT may be + or - 3 inches; and WGT may be + or - 10 pounds. Inclusion of NAM in inquiry limits response; after search is conducted on AGE, SEX, RAC, EYE, HAI, HGT, and WGT, the Soundex Code in the records found will be compared with the Soundex Code of the name in the inquiry. Only those records and NIC Numbers with a matching Soundex Code will be returned to the inquiring agency. A score is assigned to each candidate record. See MPERS-7 for more information.

Search for all active LEADS Missing Person records entered on January 20 of the current year. Will provide a summary of these records followed by a count of actual records entered into the file on the day requested plus a total of the records that are still active.



## II. HOW TO INQUIRE INTO/SEARCH THE MISSING PERSONS FILE (Continued)

### B. ADDITIONAL INFORMATION

The following methods apply only to free-form messages run on a CRT, teletype, or other unformatted device.

1. Field Code Labels Required -- All fields except the message key must begin with the appropriate 3-character Field Code and a slash (/) followed by the identifier and ended with a period.

#### Examples:

Name Field:	NAM/MOORE,MARY K.
Sex Field:	SEX/F.
Race Field:	RAC/B.
Date of Birth Field:	DOB/070445.

2. Field Sequence Restricted -- The message key, name, and sex must always be in that sequence. If race is included, it must follow sex. Numeric identifiers may be in any sequence as long as they follow sex and race (if used). Physical Descriptor Inquiries do not require a specific sequence.
3. Aliases Run As Separate Inquiries -- No one identifier (such as NAM) may appear more than once in a single inquiry message. A separate inquiry must be run for each alias. For example, when inquiring on a subject who is believed to use three different DOB's, you must run three separate inquiry messages, one for each of the DOB's. The same rule applies if you want to check more than one MNU for the same subject.
4. Multiple Lines Allowed -- A free-form inquiry may extend to more than one line on the CRT screen as long as each line ending occurs immediately following a period (.) that ends an identifier field.

#### Multiple Line Inquiry Example

LZW.NAM/MOORE,MARY K.SEX/F.DOB/070445.  
SOC/311500322.DLN/M71334745842.  
MNU/PI-123456.



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## II.B. ADDITIONAL INFORMATION (Continued)

5. Physical Descriptor Inquiry -- The following fields are mandatory for a "Physical Descriptor" Inquiry:

- Message Key (MKE)
- Approximate Age (AGE)
- Sex (SEX)
- Race (RAC)
- Eye Color (EYE)
- Hair Color (HAI)
- Approximate Height (HGT)
- Approximate Weight (WGT)

The Name Field is the only optional field permitted.

The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus one year will be searched. If the person inquired upon is 100 years old or older, drop the first character (1).

Sex, race, eye color, and hair color should be coded following the instructions set forth in the Field Descriptions and Codes Section of the Wanted Persons Chapter (9A).

Approximate height in the inquiry plus or minus 3 inches will be searched.

Approximate weight in the inquiry plus or minus 10 pounds will be searched. Inclusion of a name in the inquiry will limit the response. After the search is conducted on the AGE, SEX, RAC, EYE, HAI, HGT, and WGT, the Soundex Code in the records found will be compared with the Soundex of the name in the inquiry. Only those records and NIC Numbers with a matching Soundex Code will be returned to the inquiring agency.

### Additional Guidelines:

When the NCIC computer receives a Physical Descriptor Inquiry, the data in the inquiry will be searched against a Missing Person File index. This search will identify records having matching data or data which falls within a range assigned to an input data field. All records identified will be assigned a score based upon the degree of similarity to the data in the inquiry.

When a Physical Descriptor Inquiry is received, the NCIC computer searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, and eye and hair color codes in the candidate records will be identical to the sex, race, and eye and hair color codes in the inquiry. However, the age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated previously.

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## II.B.5. Physical Descriptor Inquiry (Continued)

A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight and the corresponding data in the candidate records. The score shows the similarity between the inquiry data and the data in the candidate records. The score is used by the NCIC computer to select up to 20 most likely candidate records for the response to the inquiring agency.

To determine if a hit (identification) has been made, the inquiring agency must review all of the information in the candidate records and contact the agency that entered the record(s) to confirm a match.

See MPERS-18 for a response example.



## II. HOW TO INQUIRE INTO/SEARCH THE MISSING PERSONS FILE (Continued)

### C. OFF-LINE MISSING PERSONS FILE SEARCHES

An off-line search should not be requested until your agency has attempted on-line inquiries, including the CHF Summary Inquiry to search for active records. On-line inquiries are only possible when you have certain specific and complete identifiers as described previously. Other information you may have such as various physical descriptors or the date of last contact cannot be used in an on-line search. Furthermore, on-line inquiries only search the file of currently active records.

Off-line searching is available in those cases when you believe useful information may reside in the Hot Files, but you cannot meet the requirements for an on-line inquiry or your inquiry produces no record. For example, you may need to know how many red-headed females between 14 and 15 years of age have been abducted within a particular county. Or you may need a listing of all the records that have been cancelled by your agency within the last two years.

Any information about a person which corresponds to any of the data fields in a LEADS record can be used for an off-line search. The more you know about the person in question, the fewer "hits" you will have to investigate. However, information which cannot be found in a coded field within the LEADS record is much more difficult to obtain. Data that may appear in the Miscellaneous Field, such as brands or colors of clothing, etc., can be found in a search of the field, but it is a long, difficult process and should only be used when all else fails.

1. Requesting An Off-Line Search -- To request an off-line search of the LEADS Missing Persons Hot File, send a directed/administrative message to terminal KQC and include the following:
  - a. "REQUEST FOR MISSING PERSONS FILE OFF-LINE SEARCH"
  - b. Details about the person in question.
  - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
  - d. Name and phone number of the investigating officer.
2. Results in 24-48 Hours -- Terminal KQC is only monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.
3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several hundred. When the number of matches is small, a member of the LEADS Staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.



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## II.C. OFF-LINE MISSING PERSONS FILE SEARCHES (Continued)

4. NCIC Records Included -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states may be included in the off-line search if specially requested by the agency.

### III. RESPONSE INTERPRETATION

#### A. KIND OF RESPONSES

Every inquiry is acknowledged by some kind of response message from the LEADS computer. Depending on the combination of message key and identifier(s) used in the inquiry, there are five basic kinds of response messages that can result:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (Matching record(s) found in LEADS and/or NCIC.)
- Driver Record and Vehicle Registration from Illinois SOS or another state's files. (See Chapters 7 and 8.)
- System Status (Indication that a file is temporarily not available or that a response may be delayed.)

For examples and interpretation of positive responses, see the paragraphs which follow. No-record responses, rejects and system status messages are similar to those for any other Hot File. Details on driver record and vehicle registration responses are contained in Chapters 8 and 7 respectively.

#### B. HIT PROCEDURE

When the identifiers in your inquiry match data in a Hot Files record, the matching record is returned to your terminal. When this occurs, certain "Action Steps" must be taken immediately. Refer to Hit Procedures, Chapter 4.

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## III. RESPONSE INTERPRETATION (Continued)

### C. LEADS AND NCIC RECORD "LABELS"

The last item in the second line of all LEADS positive responses is a "label" which identifies the kind of record hit by your inquiry. NCIC's equivalent to the LEADS message label is found in the third line of a positive response, which translates the message key (MKE) used to enter the record in NCIC. The following table explains the meaning of each label that might appear in a Missing Person record.

LEADS - NCIC MISSING PERSON FILE RECORD LABEL COMPARISON TABLE

MKE THAT CAUSES LABEL	LEADS RECORD LABELS	NCIC MKE TRANSLATIONS
LEMJE	MISSING JUVENILE ENDANGERED	MISSING PERSON - ENDANGERED
LEMJI	MISSING JUVENILE INVOLUNTARY	MISSING PERSON - INVOLUNTARY
LEMJP	MISSING JUVENILE PARENTAL ABDUCTION	MISSING PERSON - ENDANGERED
LEMJR	MISSING JUVENILE RUNAWAY	MISSING PERSON - JUVENILE
LEMJH	MISSING JUVENILE HABITUAL RUNAWAY	MISSING PERSON - JUVENILE
LEMJD	MISSING JUVENILE DISABILITY	MISSING PERSON - DISABILITY
LEMJV	MISSING JUVENILE CATASTROPHE VICTIM	MISSING PERSON - CATASTROPHE VICTIM
LEMJ	MISSING JUVENILE	MISSING PERSON - JUVENILE
LEMJC	MISSING JUVENILE CAUTION	MISSING PERSON - JUVENILE-CAUTION
LEME	MISSING PERSON ENDANGERED	MISSING PERSON - ENDANGERED
LEMI	MISSING PERSON INVOLUNTARY	MISSING PERSON - INVOLUNTARY
LEMDP	MISSING PERSON DISABILITY PHYSICAL	MISSING PERSON - DISABILITY
LEMDM	MISSING PERSON DISABILITY MENTAL	MISSING PERSON - DISABILITY
LEMV	MISSING PERSON CATASTROPHE VICTIM	MISSING PERSON - CATASTROPHE VICTIM
LEMDC	MISSING PERSON DISABILITY CAUTION	MISSING PERSON - DISABILITY-CAUTION
LEMEC	MISSING PERSON ENDANGERED CAUTION	MISSING PERSON - ENDANGERED-CAUTION
LEMIC	MISSING PERSON INVOLUNTARY CAUTION	MISSING PERSON - INVOLUNTARY-CAUTION
LEMVC	MISSING PERSON CATASTROPHE VICTIM CAUTION	MISSING PERSON - CATASTROPHE VICTIM-CAUTION
LEMIA	ACCIDENT VICTIM	
LEMIR	INCARCERATED PERSON	

A record entered with a missing juvenile key on a person who is not emancipated at the time of entry, but later becomes emancipated, will, when queried, produce a record with a caveat indicating that the person has become emancipated.



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## III. RESPONSE INTERPRETATION (Continued)

### D. TYPICAL LEADS HIT MESSAGES

1. LEADS Missing Person - Disability/Mental Record -- The following example shows where many of the various fields would be located in a hit message.

M) M/13-103  
1) CHF 021490 1117  
  
2) ZKUK LDS/M9004491 MISSING PERSON DISABILITY MENTAL  
3) DLC/011990  
4) NAM/HAMILTON,GEORGE D SEX/M RAC/W  
5) DOB/011410 AGE/76 HGT/505 WGT/150 HAI/GRY EYE/BRO  
  
6) MNU/VA-A14323 SMT/SC ABDOM  
7) MIS/SENILE, LSW GRY OVERCOAT, BRO PLAID SHIRT,  
7a) BRO PANTS OTX/708-797-0406  
  
8) BLT/ANEG  
  
9) OCA/90-3322  
10) ORA/PD EVANSTON IL  
11) ENT/KGE OPR/BL TME/1115 DTE/021490 NIC/M185004829  
12) CONFIRM WITH ORA

### Explanation of Missing Person Response

Line M is the identifying number of the officer requesting information.

Line 1 "CHF" identifies this message as having been created by the LEADS Computerized Hot Files.  
"021486 1117" are the date and time that the LEADS computer found the record.

Line 2 The "Z" in the first position is taken from the message key used for the inquiry.  
"KUK" is the CDC of the inquiring terminal. The second item is the LEADS Record Index Number.  
"MISSING PERSON DISABILITY MENTAL" is the LEADS record label indicating this is an active record on a missing person with a mental disability.

Line 3 indicates the date of last contact (DLC).

Line 4 identifies the subject by name (NAM), sex (SEX), and race (RAC).

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## III.D.1. Explanation of Missing Person Response (Continued)

- Line 5 contains more identifying information about the subject: date of birth (DOB), age (AGE), height (HGT), weight (WGT), hair color (HAI), and eye color (EYE). Age is computed on the date the file was searched.
- Line 6 provides a miscellaneous identifying number (MNU) and information about an abdominal scar (SMT).
- Lines 7 & 7a are comprised of miscellaneous information (MIS). This field may vary in length and number of lines. This example describes the subject's disability, what clothing he was last seen wearing, and provides the entering agency's phone number.
- Line 8 indicates the subject's blood type (BLT).
- Line 9 contains the Originating Authority's Case Number (OCA).
- Line 10 is the Field Code and abbreviation for Originating Authority. This is the name of the department or agency which holds the original case file that forms the basis for a LEADS or NCIC Hot Files record. The ORA may or may not be the same department that actually entered the record. In many cases, the ORA will be a department which has no terminal and is serviced by some other department.
- Line 11 contains administrative data, including the entering terminal (ENT) and operator (OPR), the time and date the record was entered into LEADS, and the unique index number for the copy of this record that resides in the NCIC Missing Persons File. If "NIC/" does not appear, the record was entered into LEADS only.
- Line 12 is a reminder to confirm that the record is still active by contacting the ORA named in Line 10.



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## III.D. TYPICAL LEADS HIT MESSAGES (Continued)

### 2. Emancipated Juvenile Response

- M) M/84-331
- 1) CHF 072486 1135
- 2) ZKUK LDS/M8443625 EMANCIPATED JUVENILE
- 3) DLC/061084
- 4) NAM/BURKMAN,MARIAN L SEX/F RAC/W POB/IL
- 5) DOB/072368 AGE/19 DOE/072386 HGT/504 WGT/100 HAI/BLN EYE/BRO SKN/FAR
- 6) SOC/322488706
- 7) DLS/IL DLN/B64555266972 DLY/84 SMT/SC R EYE
- 8) MIS/ON RELEASE FROM JUVENILE DETENTION FOR MEDICAL TREATMENT
- 8a) OTX/618-692-4433
- 8b)
- 9) OCA/84MP68
- 10) ORA/SO MADISON CO IL
- 11) ENT/KWB OPR/DB TME/1351 DTE/061084 NIC/M124814009
- 12) CONFIRM WITH ORA

### Explanation of Emancipated Juvenile Record

Line M is the identifying number of the officer requesting information.

Line 1 is the standard LEADS record response heading.

Line 2 contains the same kind of information as is given in the first example. However, the record label "EMANCIPATED JUVENILE" indicates that although the record was entered for a juvenile, the subject has now reached the age of emancipation according to Illinois law, but is still missing.

Line 3 shows the date (DLC) the person was last seen by family or acquaintances.

Lines 4, 5, 6 and 7 contain descriptive data about the subject as well as driver's license information.

Lines 8, 8a and 8b contain miscellaneous information pertinent to the case.

Lines 9-12 contain the same kind of information as is given in the first example.



## III. RESPONSE INTERPRETATION (Continued)

### E. TYPICAL NCIC HIT MESSAGES

1. General Characteristics -- Records returned from the NCIC Missing Person File usually consist of two blocks. The first line of the first block contains a four-position number and the words "NCIC RESPONSE". The second line of this block shows the ORI of the inquiring terminal.

Example: 1L01 NCIC RESPONSE  
          IL08496T4

(If an M/ Field had been used in the inquiry, this block would be made up of three lines with M/ Field data making up the first line.)

(The second and last block of the record is the record itself. (The data fields will not appear in the same positions as they appear in the LEADS copy of the same record.)

2. Missing Data Fields -- If no data was entered in a specific field of an NCIC record, that field (including the Field Code) will be missing entirely from the hit message. No empty space appears for a missing field within a line. Unlike LEADS responses, a particular data field doesn't always appear on the same line, and no blank lines are found in an NCIC response.
3. Hits on Different Names -- It is not unusual to receive NCIC records showing names different from the name inquired upon. This is because NCIC searches the Persons File by a "Soundex-type code" of the subject's surname, and whatever numeric identifier (DOB, FBI, etc.) was supplied in the inquiry. Since similar sounding names are coded alike, and birth-dates are not unique identifiers, any record on file with the same DOB and the same, or a similar sounding, last name will be returned as a possible hit. An NCIC inquiry by NAM, DOB and a "unique" numeric identifier, such as a driver's license number or an FBI number, may hit a record with a different name and/or birth-date, or with matching supplemental data (alias name, DOB, etc.). It is, therefore, very important to carefully examine NCIC hit messages, evaluate all information in the record, and confirm with the ORA to determine the validity of a hit message. (Please refer to page HIT-4 in the Hit Procedures Chapter, Volume 1, for specific name comparison information.)

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## III.E. TYPICAL NCIC HIT MESSAGES (Continued)

### 4. NCIC Missing Person Records

- a. NCIC Missing Person Hit (Disability) -- The following example is NCIC's copy of the LEADS record III.D.1 on page MPERS-13.

M) M/13-103  
1) 1L01 NCIC RESPONSE  
2) IL01632L1  
  
3) MKE/MISSING PERSON - DISABILITY  
4) ORI/IL08496T4 NAM/HAMILTON,GEORGE D SEX/M RAC/W DOB/011410 HGT/505  
5) WGT/150 EYE/BRO HAI/GRY  
6) SMT/SC ABDOM MNU/VA-A14323 MNP/MP DLC/011990 OCA/M9004491  
7) MIS/SENILE, LSW GRY OVERCOAT, BRO PLAID SHIRT,BRO  
7a) PANTS OTX/708-797-0406  
8) ORI IS PD EVANSTON IL  
9) BLT/ANEG  
10) NIC/M185004829

### Explanation of NCIC Missing Person Hit

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 are the NCIC standard heading. Line 2 shows the ORI of the inquiring terminal.

Line 3 translates the message key used to enter the record into NCIC. Note that the LEADS copy describes the disability (MENTAL), but the NCIC record does not.

Lines 4 and 5 contain the ORI of the terminal which entered the record, along with a description of the subject including name (NAM), sex (SEX), race (RAC), date of birth (DOB), height (HGT), weight (WGT), eye color (EYE), and hair color (HAI).

Line 6 provides more descriptive data - a scar (SMT), a miscellaneous identifying number (MNU), indication that this is a missing person (MNP) record (automatically inserted by computer), the date of last contact (DLC), and the Originating Authority's case number (OCA), which in an NCIC record, is the LEADS Record Index Number.

Lines 7 and 7a make up the Miscellaneous Field. (Information is identical to the LEADS record MIS Field.)

Line 8 translates the ORI number from Line 4.

Line 9 indicates the subject's blood type (BLT).

Line 10 contains the NCIC Record Number for this record.



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## III.E.4. NCIC Missing Person Records (Continued)

- b. NCIC Missing Person Record -- The following example shows a positive response to an LNQM inquiry.

EXAMPLE INQUIRY: LNQM.AGE/16.SEX/M.RAC/W.HGT/508.WGT/150.EYE/BRO.HAI/BRO.

1001 NCIC RESPONSE

IL08496T4

NCIC HAS 0476 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO  
HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE  
NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS.  
CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.

MKE/MISSING PERSON - JUVENILE

ORI/IL0600300 NAM/PIEPER,SCOTT SEX/M RAC/W DOB/100570 DOE/100588

HGT/508 WGT/150 EYE/BRO HAI/BRO SKN/MED

MNP/MP DLC/011086 OCA/M8600935

MIS/LSW/JEANS,HIKING BOOTS,JEAN JACKET-FLEECE LINED

ORI IS COLLINSVILLE PD IL

NIC/M181061208

MKE/MISSING PERSON - JUVENILE

ORI/SC0400000 NAM/FULTZ,JOHN PAUL SEX/M RAC/W DOB/112470 DOE/112486

HGT/508 WGT/150 EYE/BRO HAI/BRO

MNP/MP DLC/100585 OCA/100585003

ORI IS RICHLAND CO SO COLUMBIA SC

NIC/M170630720

1L02 NCIC RESPONSE

M181061200 090 M170630720 090 M179615883 090 M172259543 090

M181827760 090 M181614023 090 M182810435 085 M184898095 085

M158687387 085 M175375766 085 M184177457 084 M184679080 084

M184911455 081 M171884360 080 M177002726 080 M183491354 080

M163700928 080 M168592276 080 M175622956 080 M140075494 080

To determine if a hit (identification) has been made, the inquiring agency must review all of the information in the candidate records and contact the agency that entered the record(s) to confirm a match.



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MISSING PERSONS (9B)

## IV. "LOCATING" RECORDS

A. WHAT IS "LOCATING"? -- Locating is the procedure for adding a notation or "flag" to another agency's missing person record to indicate that your agency has the subject detained. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA. The purpose of a locate message is to indicate that the subject has been contacted in the event another agency hits the record prior to cancellation by the ORA.

## B. WHEN IS LOCATING REQUIRED?

Once it has been established that three specific conditions have been met, it is your agency's responsibility to immediately send a locate message. The three conditions are:

- (1) It has been confirmed with the ORA that the record you hit pertains to the person inquired upon.
- (2) Your officer has verified that the subject inquired upon is the same person described in the hit response.
- (3) Your agency has contacted the subject.

If these conditions are met for more than one record (you hit more than one record pertaining to exactly the same person), a separate locate message must be transmitted for each individual record (see Exception 3 below).

## C. EXCEPTIONS:

- (1) Do not locate a record that was entered by your own department. Instead, cancel it.
- (2) If your agency has recovered a vehicle described in a Missing Persons File record, do not locate the record unless you have the subject detained. Having only the vehicle does not justify locating the record, but you should notify the ORA that the vehicle has been found.
- (3) A single locate message for a LEADS record will be automatically sent to NCIC to locate the NCIC copy of the record.

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## IV. "LOCATING" RECORDS (Continued)

### D. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS -- The following procedure is appropriate for any record in LEADS. If there is also a copy of the LEADS record in NCIC (entered into both LEADS and NCIC by the same Illinois ORA), the NCIC copy will automatically be located by the locate message for the LEADS record. The elements of the LEADS locate message are:

- (1) Message Key;
- (2) (LDS/) LEADS Record Index Number of record to be located;
- (3) (NAM/) Subject's full name from record to be located;
- (4) (LOC/) Locating terminal's CDC;
- (5) Four-position Disposition Code.

- a. LEADS Locate Message Key -- The message key for locating Missing Person records in LEADS is identical to the modify message key for the same record -- LMM.
- b. Disposition Codes -- Disposition information (what is to be done with the missing person) must be obtained from the originating agency (ORI) when it is contacted to confirm the missing person's status and included in the locate message. It is the originating agency's responsibility to immediately advise the locating agency concerning disposition of the individual when contacted about the location of the missing person.

Whether the record you are locating is in LEADS only or LEADS and NCIC, one of the following codes is required as the last field of your locate message.

<u>Code</u>	<u>To Be Used When...</u>
DETN	Subject is being DETAINED, or arrangements are being made to return the subject to proper authorities.
RELD	Subject will be or has been RELEASED because the person will not be returned to the proper authorities OR because the locating agency has received no information concerning what action should be taken with regard to the missing person after making a concerted effort to obtain such information.



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## IV.D.1. Record in LEADS (Continued)

### c. Sample LEADS Locate -- Missing Person

The following example shows how PD Oak Park, after consulting with the originating agency, would send a locate message for the LEADS Missing Person record shown in Section III.D.1.

(1) (2) (3) (4) (5)  
LMM.LDS/M8604491.NAM/HAMILTON,GEORGE D.LOC/LDI.DETN.

- Field (1) is the message key used to locate a record entered by a LEADS agency.  
Field (2) is the LEADS Record Index Number of the record being located.  
Field (3) is the subject's full name exactly as it appears in the record.  
Field (4) is the CDC of the locating agency's terminal.  
Field (5) is the code indicating the subject is being detained. No Field Code or slash (/) precedes the disposition code. Failure to supply this information will result in the following message: "REJ DISPOSITION CODE ERROR".

If you correctly format the locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been located by sending the following Locate Acknowledgment Message:

(1) (2) (3)  
LDI MODIFY LDS/M8604491

- Field (1) is the CDC of the terminal that sent the locate message.  
Field (2) is indication that the record was located, even though the message says "MODIFY".  
Field (3) is the LEADS Record Index Number of the record that was located.

2. Record in NCIC Only -- This procedure is followed when you have located a missing person entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency. The elements of the NCIC locate message are:

- (1) Message Key;
- (2) (NAM/) Subject's full name, exactly as given in the record;
- (3) (NIC/) NCIC Record Number or (OCA/) Originator's Case Number taken from the record being located;
- (4) Date located in month, day, year format (MMDDYY);
- (5) Recovering Agency's Case Number (optional -- can be up to 9 alphabetic or numeric characters with no embedded spaces or punctuation);
- (6) Four-position Disposition Code. (See D.1.b.)



IV.D.2. Record in NCIC Only (Continued)

- a. NCIC Locate Message Key -- The message key for locating Missing Person records in NCIC only is LLM.

Failure to use the correct message key will result in a reject message from NCIC.

- b. Sample NCIC Locate -- Missing Person -- Suppose the subject of a Missing Person record that is in the NCIC File has been found. Your agency has contacted the record's ORA, verified the subject's identity, and determined that the person will not be returned to the proper authorities. You would proceed to key in the following message:

(1)        (2)                                (3)        (4)        (5)        (6)  
LLM.NAM/BLAKE,ROBERT S.NIC/M123456789.072186.MR12.RELD.

or

(1)        (2)                                (3)        (4)        (6)  
LLM.NAM/BLAKE,ROBERT S.OCA/M32BC.072186.RELD.

- Field (1) is the message key used to locate a record entered by a non-Illinois agency.
- Field (2) is the subject's full name exactly as it appears in the record.
- Field (3) may be either the NCIC Index Number (NIC) or the Originator's Case Number (OCA) of the record being located.
- Field (4) is the date that the record was located. There is no Field Code preceding the date.
- Field (5) is the optional, locating agency's case number. If omitted, a period (.) is not required.
- Field (6) is the disposition code for "RELEASED" indicating the subject will not be returned to the proper authorities.

If you correctly format the locate message, the computer will acknowledge that the record has been located by sending the following Locate Acknowledgment Message:

1L01 NCIC RESPONSE  
ILORI0000        (Your ORI)  
1ST LOCATED NAM/BLAKE,ROBERT S    NIC/M123456789 RECD BEING CANCELLED

NOTE: A Missing Person record is purged automatically upon receipt of one locate message. The complete Missing Person record, including all supplemental data, is automatically removed from file when a locate message is placed on the record. The ORI of the record and the control terminal servicing the ORI are advised when this occurs.

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## IV. "LOCATING" RECORDS (Continued)

### E. AUTOMATIC LOCATE NOTIFICATION

1. What Is a Locate Notification Message? -- Whenever any Missing Person record is located, whether it is located by an Illinois agency or by an out-of-state agency, the LEADS computer automatically notifies the entering agency (ORA). This automatically generated message is called a Locate Notification Message.

2. Sample Locate -- The example below shows the kind of response you would receive if your entry was located by an Illinois agency or by an out-of-state agency.

- 1) FROM NCIC
- 2) \$.L.IL08496L4
- 3) LOCATE NOTIFICATION AT 1443 EDT 072188.
- 4) 1L01MSE3SD000000041.LM.MOMHP0040.NAM/BURKMAN,MARIAN L.NIC/M312062080.
- 5) 072188..RELD
- 6) LOCATING ORI IS SHP HDQ JEFFERSON CITY MO
  
- 7) MKE/CANCELLED MISSING PERSON
- 8) ORI/IL08496L4 NAM/BURKMAN,MARIAN L SEX/F RAC/W DOB/072368 HGT/504
- 9) WGT/100 EYE/BRO HAI/BLN
- 10) SMT/SC R EYE SOC/322488706 OLN/B64555268972 OLS/IL OLY/88 MNP/MP
- 11) DLC/062288 OCA/M8826938
- 12) MIS/RED SHIRT, BLUE JEANS, WHITE TENNIS SHOES
- 13) JWT/RI
- 14) JW/EMERALD AND DIAMOND
- 15) LOCATED/072188 MOMHP0040
- 16) NIC/M312062080
  
- 17) CHF26 LOCATED--REC CANCELLED
- 18) ZKZY LDS/M8826938 CANCELLED RECORD DLC/062288
- 19) NAM/BURKMAN,MARIAN L SEX/F RAC/W
- 20) DOB/072368 AGE/20 HGT/504 WGT/100 HAI/BLN EYE/BRO
- 21) SOC/322488706
- 22) DLS/IL DLN/B64555268972 DLY/88 SMT/SC R EYE
- 23) MIS/LOCATED 1343 072188 MOMHP0040 RELD--RED SHIRT, BLUE JEANS, WHITE TENNIS SHOES
  
- 24) JWT/RI
- 25) JW/EMERALD AND DIAMOND
- 26) OCA/MP8823
- 27) ORA/PD AGENCY NAME IL
- 28) ENT/KZY OPR/LE TME/1336 DTE/062388 NIC/M312062080
- 29) CONFIRM WITH ORA



## IV.E.2. Sample Locate (Continued)

### Explanation of NCIC Locate Notification Message

#### NCIC Summary of Locate Transaction

- Line 1 identifies the source of the message.
- Line 2 identifies this as a "dollar sign L" or Locate Notification Message. The number "IL08496L4" is the ORI of the entering agency.
- Line 3 explains what this message is all about and when, in Eastern Daylight Time, the locate was processed by NCIC.
- Line 4 "1L01" identifies NCIC as the source of the message.
- The rest of the number, up to the first period (MSE...041.), can be ignored. This area is reserved for optional use by the locating agency and will often be an empty space.
  - "LM" is the message key for the NCIC locate message.
  - "MOMHP0040" is the ORI of the terminal that located the record.
  - The NAM Field is an identifier from the record used in the locate message. The NIC Field is another identifier from the record used in the locate message. (OCA could have been used instead of NIC.)
- Line 5 is made up of the date of the locate and the extradition code.
- Line 6 translates the ORI given in Line 4, which is the agency locating your record.
- Lines 7-16 present the complete NCIC record as it would appear in a positive response message. Note that the record label says "CANCELLED MISSING PERSON".

#### LEADS Summary of the Locate Transaction

- Line 17 is a coded (CHF26) message indicating that the record was located and cancelled.
- Lines 18-28 present the LEADS record as it would appear if inquired upon. The record label indicates that it is a "CANCELLED RECORD".
- Line 29 is a reminder to confirm that the record was located by contacting the ORA shown in Line 27.



## IV. "LOCATING" RECORDS (Continued)

### F. WHAT TO DO WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When a missing person has been found, his/her identity has been verified, the ORA's disposition determined, and the LEADS/NCIC records located, those records have served their purpose and are immediately and automatically cancelled. When your agency receives a Locate Notification Message on one of its Missing Person records, you should run an inquiry on the record to be sure that the record has been removed from both the LEADS and NCIC Files.
2. Locate Notification Without Confirmation -- Occasionally, you may receive a Locate Notification message without ever having been contacted by the locating agency regarding the status of your case. Should this happen, you should contact the locating agency to confirm that they have actually apprehended the subject described in the located record.
3. Incorrect Locate -- If a record has been located by mistake, there is no way to remove the locate. The only alternative is to void the located record and enter a new one.



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## V. ENTERING MISSING PERSON RECORDS

The LEADS Regulations and Policies contained in Chapter 30 require that all law enforcement agencies with terminal access to the LEADS Hot Files immediately enter into LEADS all missing person reports as soon as the minimum required identifiers are available.

### A. REQUIREMENTS FOR LEADS/NCIC ENTRY

1. Specific Kinds of Persons -- To be entered, a person must fit into one of the categories found in the Introduction to Missing Persons. Briefly, those kinds of persons and the message keys used to enter them are the following ones:

Juvenile, Endangered/LEMJE	Endangered/LEME
Juvenile, Involuntary/LEMJI	Involuntary/LEMI
Juvenile, Parental Abduction/LEMJP	Disability, Physical/LEMDP
Juvenile, Runaway/LEMJR	Disability, Mental/LEMDM
Juvenile, Habitual Runaway/LEMJH	Catastrophe Victim/LEMV
Juvenile, Disability/LEMJD	Accident Victim/LEM1A (LEADS only)
Juvenile, Catastrophe Victim/LEMJV	Incarcerated Person/LEM1R (LEADS only)
Juvenile/LEMJ	

### 2. Documentation

#### a. Missing Person

Emancipated -- A record for a missing person who is declared emancipated as defined by the laws of his/her state of residence may be entered in the Missing Person File provided the entering agency has documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy. Documentation must be in two forms: 1. the investigating police agency case report and 2. the Missing Person Documentation Form or other written statement. If an agency does not choose to use the "Missing Persons Documentation Form" shown, other forms of documentation such as the following may be used:

- (1) Written statement from a parent, legal guardian, next of kin, or other authoritative source advising that the missing person is in the company of another person under circumstances indicating that his/her physical safety is in danger.
- (2) Written statement from a parent, legal guardian, next of kin, or other authoritative source advising that the missing person's disappearance is not voluntary.
- (3) Written statement from a physician or other authoritative source corroborating the missing person's physical/mental disability.



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V.A.2.a. Missing Person (Continued)

Documentation Form Sample -- A law enforcement agency must have the appropriate documentation to support a record entered into LEADS and NCIC. The following is an example of the kind of form an agency might use:

MISSING PERSON DOCUMENTATION FORM

CASE#: :LEADS#: :  
MISSING PERSON CATEGORY:\* :  
NAME: :  
SEX: :RACE: :DATE OF BIRTH: :  
AGE: :HEIGHT: :WEIGHT:: :HAIR: :EYES: :  
MISCELLANEOUS:: :  
: :  
: :  
DATE OF LAST CONTACT: :TIME OF LAST CONTACT: :  
PLACE OF DEPARTURE: :

I UNDERSTAND THAT I AM REQUESTING THIS:\* :  
TO BE ENTERED IN TO LEADS & NCIC AND TAKE FULL RESPONSIBILITY  
FOR SUCH ACTION. IF HE/SHE RETURNS HOME, I WILL NOTIFY THE  
POLICE DEPARTMENT TO CANCEL THE MESSAGE, AND IF I FAIL TO DO SO  
I WILL TAKE FULL RESPONSIBILITY FOR ANY ACTION FROM SUCH FAIL-  
URE TO NOTIFY.

COMPLAINANT'S SIGNATURE

RELATIONSHIP TO ABOVE

\*MISSING PERSON ENDANGERED

ADDRESS

\*MISSING PERSON INVOLUNTARY

TELEPHONE NUMBER

\*MISSING MENTALLY/PHYSICALLY  
DISABLED PERSON

DATE TIME

OFFICER'S SIGNATURE

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## V.A.2.a. Missing Persons (Continued)

Unemancipated (Juvenile) -- A record for a missing person who is declared unemancipated as defined by the laws of his/her state of residence should be immediately entered into LEADS/NCIC using one of the appropriate categories.

A missing person report filed with an agency which has jurisdiction is sufficient documentation for entering a juvenile in the Missing Person File.

Catastrophe Victim -- Catastrophe victim records may be entered by any agency involved in locating and identifying victims of a disaster, e.g., airplane crash. No written documentation other than a case report is required for entry into this category. The entry of a catastrophe victim record, as well as any Missing Person record, will be compared with all Unidentified Person File records enabling identification in a more timely manner.

b. Incarcerated Subject (LEADS only) -- The entering agency's arrest or incident report serves as sufficient documentation to support the entry of an incarcerated subject record. Upon the subject's release, it is the entering agency's responsibility to immediately cancel the record.

c. Accident Victim (LEADS only) -- The reporting officer's accident report is adequate documentation to support the entry of an accident victim who is unable to communicate with authorities or relatives.

3. Missing Person Report -- On the following page is a "Missing Person Report" form designed by NCIC. Agencies may copy this form or make a similar one to use in gathering information about a missing person.



## MISSING PERSON REPORT

Message Key (MFF) Name		(NAM)		Sex (SEX)		Race (RAC)							
				<input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F)	<input type="checkbox"/> Asian or Pacific Islander (A) <input type="checkbox"/> Black (B) <input type="checkbox"/> American Indian/Alaskan Native (I) <input type="checkbox"/> Unknown (U) <input type="checkbox"/> White (W)								
(See page MPERS-54)		Place of Birth (POB)		Date of Birth (DOB)		Date of Emancipation (DOE)		Height (HGT)		Weight (WGT)		Eye Color (EYE)	
												<input type="checkbox"/> Black (BLK) <input type="checkbox"/> Hazel (HAZ) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Maroon (MAR) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Multicolored (MUL) <input type="checkbox"/> Gray (GRY) <input type="checkbox"/> Pink (PNK) <input type="checkbox"/> Green (GRN) <input type="checkbox"/> Unknown (XXX)	
Hair Color (HAI)				Hair Description (MIS)									
<input type="checkbox"/> Black (BLK) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Red/Auburn (RED) <input type="checkbox"/> White (WHI) <input type="checkbox"/> Blonde/Strawberry (BLN) <input type="checkbox"/> Gray/Partially Gray (GRY) <input type="checkbox"/> Sandy (SDY) <input type="checkbox"/> Unknown (XXX)				<input type="checkbox"/> Wavy <input type="checkbox"/> Curly <input type="checkbox"/> Straight <input type="checkbox"/> Traated									
Hair Length (MIS)		Hair Style (MIS)		Skin Tone (SKN)		Scars, marks, tattoos, and other characteristics (SMT)							
				<input type="checkbox"/> Fair (FAR) <input type="checkbox"/> Light (LGT) <input type="checkbox"/> Olive (OLV) <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Lt Brown (LBR) <input type="checkbox"/> Ruddy (RUD) <input type="checkbox"/> Dark (DRK) <input type="checkbox"/> Medium (MED) <input type="checkbox"/> Sallow (SAL) <input type="checkbox"/> Dk Brown (DBR) <input type="checkbox"/> Med Brown (MBR) <input type="checkbox"/> Yellow (YEL)		(See check list)							
Has the missing person ever been fingerprinted? <input type="checkbox"/> No <input type="checkbox"/> Yes If so by whom?				Fingerprint Classification (FPC)				Other Identifying Numbers (MNU)					
Social Security Number (SOC)		Operator's License Number (OLN)		Operator's License State (OLS)		Operator's License Year of Expiration (OLY)		Date of Last Contact					
Originating Agency Case Number (OCA)		Blood Type (BLT)		Has missing person ever donated blood?									
		<input type="checkbox"/> A Positive (APOS) <input type="checkbox"/> B Positive (BPOS) <input type="checkbox"/> AB Positive (ABPOS) <input type="checkbox"/> O Positive (OPOS) <input type="checkbox"/> A Negative (ANEG) <input type="checkbox"/> B Negative (BNEG) <input type="checkbox"/> AB Negative (ABNEG) <input type="checkbox"/> O Negative (ONEG) <input type="checkbox"/> A Unknown (AUNK) <input type="checkbox"/> B Unknown (BUNK) <input type="checkbox"/> AB Unknown (ABUNK) <input type="checkbox"/> O Unknown (OUNK)		<input type="checkbox"/> No <input type="checkbox"/> Yes Where?									
Has the missing person been circumcised? <input type="checkbox"/> Was circumcised (C) <input type="checkbox"/> Was not circumcised (N) <input type="checkbox"/> Unknown (U)				Are footprints available? <input type="checkbox"/> Yes (Y) <input type="checkbox"/> No (N)									
Are body x-rays available? (BXR)		Does the missing person have corrected vision? <input type="checkbox"/> Yes <input type="checkbox"/> No (SMT)		Corrective vision prescription (VRX)									
<input type="checkbox"/> Full (F) <input type="checkbox"/> Partial (P) <input type="checkbox"/> None (N)		<input type="checkbox"/> Glasses <input type="checkbox"/> Con Lenses											
Type of Contact Lenses and Color (MIS)		Jewelry Type (See check list) (JWT)		Jewelry Description (JWL)									
<input type="checkbox"/> Hard <input type="checkbox"/> Longwear <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Clear <input type="checkbox"/> Soft <input type="checkbox"/> Semi <input type="checkbox"/> Green <input type="checkbox"/> Brown													
Handedness <input type="checkbox"/> Left <input type="checkbox"/> Right (MIS)		Build (MIS)											
		<input type="checkbox"/> Very thin <input type="checkbox"/> Medium <input type="checkbox"/> Heavy/Stocky <input type="checkbox"/> Thin <input type="checkbox"/> Muscular <input type="checkbox"/> Obese											
Any other miscellaneous information (MIS)													
Below is a list of clothing and personal effects. Please indicate those items the missing person was last seen wearing. Include style, type, size, color, condition, labels, or laundry markings. (MIS)													
Item	Style/Type	Size	Color	Markings	Item	Style/Type	Size	Color	Markings				
Head Gear					Shoes/Boots/Sneakers								
Scarf/Tie/Gloves					Underwear								
Coat/Jacket/Vest					Bra/Girdle/Slip								
Sweater					Stockings/Pantyhose								
Shirt/Blouse					Wallet/Purse								
Pants/Skirt					Money								
Belts/Suspenders					Glasses								
Socks													
LICENSE PLATE AND VEHICLE INFORMATION													
License Plate Number (LIC)		State (LIS)		Year Expires (LIY)		License Plate Type (LIT)							
Vehicle Identification # (VIN)		Year (VYR)		Make (VMA)		Model (VMO)		Style (VST)		Color (VCO)			
Aliases				Reporting Agency				Reporting Officer					
Complainant's Name				Complainant's Address				Complainant's Telephone Number					
Relationship of Complainant to Missing Person				Missing Person's Address				Missing Person's Occupation					
NCIC # (NIC)		Places missing person frequented (MIS)											
Close friends/relatives				Possible destination									
				Complainant's Signature				Date					

• Attach current photo, if available

• If additional space is needed, attach additional sheets

• All dental information should be recorded on the dental report and entered in NCIC as a supplemental record



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## V.A. REQUIREMENTS FOR LEADS/NCIC ENTRY (Continued)

4. Minimum Identifiers -- To enter a record in LEADS, a minimum amount of information about the person is required to provide a means of identifying that person if he/she is found. It is best to enter as many identifiers as are available and to include pertinent notes in the Miscellaneous Field.

### MINIMUM IDENTIFIERS REQUIRED FOR RECORD ENTRY

MKE	Message Key
OFF	Offense Code (0029)
DLC	Date of Last Contact
NAM	Subject's Name
SEX	Subject's Sex
RAC	Subject's Race
DOB*	Subject's Date of Birth*
DOE	Date of Emancipation (See Field Description Code page MPERS-61)
HGT	Subject's Height
WGT	Subject's Weight
HAI	Subject's Hair Color
EYE	Subject's Eye Color
OCA	Originating Authority's Case #
ORA	Originating Authority's Name
ENT	Entering Terminal's CDC
OPR	Entering Operator's Initials or ID Number
MIS	Miscellaneous Field (See Field Description Code page MPERS-59)

\* If the DOB is not known, subject's age and at least one numeric identifier must be entered to meet the minimum requirements. This is NOT true for a Missing Juvenile record; you must enter a complete Date of Birth.

### ACCEPTABLE NUMERIC IDENTIFIERS

FBI	FBI Number
SOC	Social Security Number
DLN	Driver's License Number - must be accompanied by DLS and DLY
MNU	Miscellaneous Number
LIC**	License Plate Number - must be accompanied by LIS, LIT, LIY, and LIM if LIS is IL
VIN**	Vehicle Identification Number - must be accompanied by VYR, VMA and VST

\*\* May be used if subject is known to be the driver of or passenger in a vehicle of known description and unknown whereabouts.

## V.A. REQUIREMENTS FOR LEADS/NCIC ENTRY (Continued)

5. Not a Duplicate -- A single agency may not enter the same person twice; the computer will reject the second attempt. It serves no purpose for one department to have multiple records in LEADS/NCIC for the same person. However, if entry requirements are met, you may enter a person that has already been entered by some other department.

## B. ADDITIONAL CONSIDERATIONS FOR LEADS/NCIC RECORD ENTRY

1. Categories -- Enter a Missing Person record using the message key most appropriate to the situation, i.e., endangered, involuntary, catastrophe, etc. Also, enter a Missing Person record on a person who is unemancipated using the most appropriate juvenile message key for the situation. Be aware that a LEADS message key may not produce the same record label in NCIC as it does in LEADS. For example, LEMJP means "JUVENILE PARENTAL ABDUCTION" in LEADS, but translates to "MISSING PERSON - ENDANGERED" in NCIC. For a comprehensive listing of LEADS/NCIC record labels, see Section III.C.
2. Dental Information -- After 30 days from the date of entry on a Missing Person record in which there is no dental information, the entering agency will receive a message indicating that a dental record should be added to the master record. See Section XIII. for an example of this message.
3. Unemancipated/Emancipated Records
  - a. If you enter a Missing Person record on an unemancipated subject (Juvenile), and the person reaches the age of emancipation while the record is still active, the record label will print out with the message "EMANCIPATED JUVENILE" upon inquiry beginning with the date of emancipation.
  - b. When entering a missing person under the age of 18 who has been declared emancipated according to the laws of his/her state of residence, DO NOT use a missing juvenile message key, but DO enter the word "EMANCIPATED" in the first 11 positions of the permanent Miscellaneous Field.
4. Offense Field -- The OFF Field will always require that you enter "0029".
5. Caution -- If a reason for caution exists, you may add a "C" to certain message keys. This will cause the word "CAUTION" to print out as part of the record response label. You may use the following message keys to indicate the need for caution:

	LEMDC	MISSING PERSON DISABILITY CAUTION
	LEMEC	MISSING PERSON ENDANGERED CAUTION
	LEMIC	MISSING PERSON INVOLUNTARY CAUTION
	LEMVC	CATASTROPHE VICTIM CAUTION
	LEMJC	MISSING JUVENILE CAUTION

You should give pertinent details about the reason for caution in the first positions of the Miscellaneous Field.



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## V.B. ADDITIONAL CONSIDERATIONS FOR LEADS/NCIC RECORD ENTRY

6. Alias Names -- If the subject is known to use aliases, all associated aliases in which the last name differs from that in the NAM Field of the subject's main record should be added to the record by means of an Alias Name message, described in Chapter 11. Alias names should not be entered into the Miscellaneous Field of the main record because that field is not searchable. Alias names and dates of birth should be attached using a LEADS Alias record. For attaching other supplemental data, see Section XIV. of this chapter.
7. Nicknames -- A subject's nicknames are not considered to be aliases and should only be entered in the Miscellaneous Field of a record.
8. Vehicle Information -- When a missing person is thought to be driving or riding in a vehicle and the vehicle's description is known, that information should be included in the person's record. If the vehicle is known to be stolen or involved in a felony and there is sufficient descriptive data available, a separate vehicle record should be entered. NOTE: If the subject is recovered, but the vehicle is not, the Missing Person record should be cancelled.
9. FBI Rap Sheet -- If the subject of the record you are entering into LEADS and NCIC has an FBI Number and you enter that number in the FBI Field, you can automatically order an FBI rap sheet on that subject by entering the code "SIR" (Send Identification Record) as the last item in the Miscellaneous Field of your entry. A space must precede the "SIR" code if other information is in the MIS Field. This code will trigger a special message to the NCIC Record Section where a rap sheet will be prepared manually and mailed to your agency.
10. I-SEARCH -- The Illinois Department of State Police strongly encourages all law enforcement agencies to submit photographs and information on missing children for publication in the I-SEARCH BULLETIN. Send photos, information, and release forms to the following address:

I-SEARCH  
200 Armory Building  
Springfield, IL 62706

A sample release form is maintained in the LEADS Help File. See HELP File Index LHR.HELP.



## V. ENTERING MISSING PERSON RECORDS (Continued)

### C. GENERAL ENTRY PROCEDURES

Upon receiving the minimum identifiers required to enter a Missing Person record, you should follow these seven steps to complete the entry properly.

1. Review Requirements for Entry -- Review the requirements in units V.A. and B. to be sure the missing person you have been asked to enter meets all of the requirements for entry.
2. Study Sample Enter -- Turn to the sample in Section VI. for the kind of person you are about to enter. This will help you plan your entry and determine if you have the minimum identifiers.
3. Obtain Necessary Codes -- In Sections VI. and VII. are all of the codes you will need. It is suggested that you look them up and write them on the document from which you will be keying.
4. Choose Free-Form or Format -- If you have a teletype terminal, you must enter in free-form mode. The sequence of fields for free-form entry is given in paragraph V.D. which follows. If you have a CRT terminal, you may enter in free-form at the top of the screen or you may use the Missing Person Enter Format. Obtain the format by keying LFR.FEM.
5. Key the Data -- Key the data into the CRT, double check your keying, and then transmit the message to the computer.
6. Check Enter Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal (see paragraph V.E. which follows). You should compare the data in this message with the document from which you entered the record to be sure that no errors have been made. Any errors should immediately be corrected by modification (see Section VIII.).
7. Retain Acknowledgment Message -- LEADS Regulations as found in Chapter 30 require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File. (See page REGS-20 in Volume 3.)

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## V. ENTERING MISSING PERSON RECORDS (Continued)

- D. FREE-FORM ENTRY -- It is important to key each data field in the proper sequence. The end of one data field and the beginning of the next is designated by a period. All fields must be accounted for by a period, even if there is no data to be entered, including DOE\*.

If the data fields VCO through JWL are omitted, a "1" followed by a period should be keyed in place of the VCO Field. This eliminates the need to enter a period for each of the 18 data fields.

1. Free-Form Field Sequence Field Identifier codes themselves are not entered.

a. With Vehicle Description

- 1) MKE.TMP.OFF.
- 2) DLC.NAM.SEX.RAC.
- 3) POB.DOB.AGE.HGT.WGT.HAI.EYE
- 4) SKN.FBI.BCI.FPC.
- 5) SOC.DLS.DLN.DLY.MNU.SMT.
- 6) MIS.
- 7) DOE\*.DIS.VCO.
- 8) VYR.VMA.VMO.VST.VIN.
- 9) LIM.LIY.LIS.LIT.LIC.BLT.CRC.FPA.
- 10) BXR.VRX.
- 11) JWT.
- 12) JWL.
- 13) OCA.
- 14) ORA.
- 15) ENT.OPR.

b. Without Vehicle, Jewelry, Etc. Description

- 1) MKE.TMP.OFF.
- 2) DLC.NAM.SEX.RAC.
- 3) POB.DOB.AGE.HGT.WGT.HAI.EYE
- 4) SKN.FBI.BCI.FPC.
- 5) SOC.DLS.DLN.DLY.MNU.SMT.
- 6) MIS.
- 7) DOE\*.DIS.1.
- 8) OCA.
- 9) ORA.
- 10) ENT.OPR.

\* See Field Code Description on page MPERS-61.



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V.D. FREE-FORM ENTRY (Continued)

## 2. Sample Free-Form Enter Message

Using a free-form message, enter a Missing Person record. The subject is a 14 year-old white male named Michael R. Jones. He was born in Missouri on July 22, 1976. He was last seen on the afternoon of April 5, 1990. His physical description is the following: height-5'6", weight-160 lbs., brown hair, brown eyes, and medium skin tone. His Social Security Number is 352-20-0111. The subject wears glasses and a gold neckchain. Jones was wearing blue jeans, a navy blue hooded jacket, and tennis shoes when he disappeared. He has run away four times within the past year. The agency entering this record is University Park Police Department, terminal KFS, operator FD. The case number is 90-921; the agency's phone number is (708) 534-0914.

Line 1 LEMJH.MISSING JUVENILE HABITUAL RUNAWAY UNIVER PK 1300.0029.  
Line 2 040590.JONES,MICHAEL R.M.W.  
Line 3 MO.072276.14.506.160.BRO.BRO.  
Line 4 MED....  
Line 5 352200111.....GLASSES.  
Line 6 LSW/BLUE JEANS, NAVY HOODED JACKET, TENNIS SHOES OTX/708-534-0914.  
Line 7 ...  
Line 8 .....  
Line 9 .....ABPOS...  
Line 10 ..  
Line 11 NE.  
Line 12 GOLD NECKCHAIN.  
Line 13 90-921.  
Line 14 PD UNIVERSITY PARK IL.  
Line 15 KFS.FD.



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## V. ENTERING MISSING PERSON RECORDS (Continued)

- E. ENTER ACKNOWLEDGMENT MESSAGE -- If the LEADS computer accepts your enter message, it will return a copy of your entry to your terminal. This copy will be characterized by a line containing the Computerized Hot Files date and time stamp, which tells when LEADS processed the acknowledgment message. Also, your CDC and the newly entered record's LEADS Index Number are inserted into the first line, and the time and date of entry are added to the last line. This is called the Enter Acknowledgment Message. The acknowledgment message for the sample free-form message on the previous page would look like this:

### SAMPLE ENTER ACKNOWLEDGMENT

```
Line (0)   CHF 040690   1446

Line (1)   KFS M9010185 LEMJH.MISSING JUVENILE HABITUAL RUNAWAY UNIVER PK 1300.0029.
Line (2)   040590.JONES,MICHAEL R.M.W.
Line (3)   MO.072276.14.506.160.BRO.BRO.
Line (4)   MED....
Line (5)   352200111.....GLASSES.
Line (6)   LSW/BLUE JEANS, NAVY HOODED JACKET, TENNIS SHOES OTX/708-534-0914.
Line (7)   ...
Line (8)   .....
Line (9)   .....ABPOS...
Line (10)  ..
Line (11)  NE.
Line (12)  GOLD NECKCHAIN.
Line (13)  90-921.
Line (14)  PD UNIVERSITY PARK IL.
Line (15)  KFS.FD.1446.040685
```

Line (0) is the standard CHF date and time stamp. Lines (1) through (15) correspond to your original enter message. Line (1) includes your CDC and the LEADS Record Index Number (M9010185) assigned by the LEADS computer. Line (15) ends with the time and date (1446.040690) that the LEADS computer accepted the record.

There will be no Enter Acknowledgment Message from NCIC. The messages you may receive from NCIC upon entering a record result from automatic "crosschecking", described later in this section. Sometimes the record you are entering goes into the NCIC File so quickly that it is returned as a result of cross-checking. But, ordinarily, to confirm that your record has been entered into NCIC, you must run an inquiry using the LDS number (see Line 1 of the LEADS Enter Acknowledgment Message). The response from LEADS should include an NCIC Index Number (NIC) which confirms that a record is on file at NCIC.

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## V. ENTERING MISSING PERSON RECORDS (Continued)

F. AUTOMATIC BROADCASTING -- (Also referred to as Selective County Broadcasting) Missing Person records are broadcast to all agencies that have made a selection to receive Missing Person entries made by all agencies in the county your agency is located in. The message that is broadcast to agencies selected to receive them looks exactly like the Enter Acknowledgment Message which is returned to the entering terminal. For more information about Automatic Broadcasting, refer to Volume 2, Appendices Chapter.

## G. MISSING PERSONS FILE CROSSCHECKS/DUPLICATES

1. Crosschecks -- Upon entering or updating (Modifying, Dental Characteristics and Supplemental entries) of a Missing Person record, the appropriate acknowledgment will be furnished. At specific time intervals, the newly entered or updated Missing Person records will be searched against all Unidentified Person records on file. If the search does not produce any possible matches, the entering agency will be notified by a \$.N. administrative message. If the search reveals a matching record(s) on file, NCIC will send a \$.M. administrative message to both the agency entering/updating the Missing Person record and the entering agency(s) for the Unidentified Person record(s). In the case of multiple possible matches, up to 100 records achieving the highest score value will be sent as possible matches.

a. \$.N. Administrative Message -- The following is an example of a \$.N. administrative message:

```
$.N. L01
IL1012600
YOUR RECORD WITH NIC/M987654321 OCA/123456789 HAS BEEN SEARCHED.
THE SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.
```

This message is transmitted to the entering/updating agency for the Missing Person record and the entering agency(s) for the Unidentified Person record(s) when the search does not produce any possible matches. The \$.N. prefix uniquely identifies the message as a negative response to a match search of missing persons and unidentified persons.



V.G.1. Crosschecks (Continued)

- b. \$.M. Administrative Message -- The following is an example of a \$.M. administrative message:

FROM NCIC  
\$.M. L01  
IL0169700  
YOUR RECORD WITH NIC/M209964772 OCA/ M8627315 IS A POSSIBLE MATCH  
WITH THE FOLLOWING RECORD(S).  
THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U220904196.

	SEX/				DBF/		
NIC	ST	RAC	EYB/YOB	HGT	WGT	EYE	HAI DLC MATCH DATA
U220904196	WI	F/B	1969-1971	507-509	175-185	BRO	BLK 110386 ALL FIELDS

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).

This message is transmitted to the entering/updating agency for the Missing Person record and the entering agency(s) for the Unidentified Person record(s) when a possible match occurs for records on file. The "\$.M." prefix uniquely identifies the message as a positive response to a match search of missing and unidentified persons.

Upon receipt of a \$.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

2. Duplicates

- a. Duplicate of Your Agency's Record (True Duplicate) -- It is not permitted for a single agency to enter the same record into the Missing Persons File a second time as long as the first record has not been cancelled or voided. When this is attempted, the following reject message will be received:

Rcdc CHF18 REJ--DUP REC YOUR AGENCY ON FILE--REC WILL FOLLOW

This line, which contains the CDC of the terminal attempting entry, informs that the record has been rejected because a true duplicate has already been entered by that CDC. A copy of the true duplicate record accompanies this message.

- b. Duplicate of Another Agency's Record (Apparent Duplicate) -- When your agency enters a record which matches another agency's record by complete NAM, SEX, and numeric identifier, you will be notified of this fact immediately preceding receipt of your Enter Acknowledgment Message. Your entry message has been accepted into the file. Here is an example of the message you will receive:

Rcdc CHF17 DUP REC FROM CDC ON FILE--REC WILL FOLLOW



## V.G.2.b. Duplicate of Another Agency's Record (Apparent Duplicate) (Continued)

The first CDC is your own; the second is that of the agency which entered the record yours apparently duplicates. Immediately following the CHF17 message is the Enter Acknowledgment Message for the record you have just entered. Immediately following that is the other agency's record. It is recommended that you compare it with the one you just entered. It is also recommended that you advise the officer in charge of the case that another department is looking for the same person.

- H. REJECTS -- Any message other than an Enter Acknowledgment Message means that your message has been rejected. You will always receive some kind of response. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check all fields in the enter message that precede and follow the mentioned field.
- J. TRAINING ENTER MESSAGE -- A special message key is provided when you wish to practice entry of Missing Person records. LTME is the training message key for Missing Persons. The remainder of the enter message format is exactly the same for training as it is for an actual entry.

When the computer receives a message beginning with LTME, it analyzes (edits) the entire message the same as it would for any other entry. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file, but you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.

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VI. SAMPLE ENTER MESSAGES -- This chart may be used as a QUICK REFERENCE GUIDE to missing person categories and the Message Keys used to enter records on such persons. Sample Enter Problems are illustrated on the following pages.

MISSING PERSONS	Enter MKE's for persons declared UNEMANCIPATED as defined by the laws of their states of residence.	Enter MKE's for persons declared EMANCIPATED as defined by the laws of their states of residence.
CATEGORIES/DEFINITIONS		
<u>Endangered</u> - missing under circumstances indicating that his/her physical safety is in danger.	LEMJE	LEME
<u>Involuntary</u> - under circumstances indicating that the disappearance was not voluntary or foul play was suspected, i.e., abduction or kidnapping.	LEMJI	LEMI
<u>Parental Abduction</u> - known to be with a parent (custodial or non-custodial).	LEMJP	N/A
<u>Runaway</u> - known to have left home on his/her own accord.	LEMJR	N/A
<u>Habitual Runaway</u> - has a history of running away.	LEMJH	N/A
<u>Disability</u> - thought to be in a disabled condition.	LEMJD	N/A
<u>Disability, Physical</u> - obviously suffering from a physical disability.	N/A	LEMDP
<u>Disability, Mental</u> - thought to be mentally disabled or is senile, thereby subjecting self or others to personal and immediate danger.	N/A	LEMDM
<u>Catastrophe Victim</u> - missing after a catastrophe.	LEMJV	LEMV
<u>Juvenile</u> - does not meet any of the entry criteria set forth in the other juvenile (unemancipated) categories.	LEMJ	N/A
<u>Accident Victim</u> - individual involved in an accident and unable to communicate with authorities or relatives.	LEM1A	LEM1A
<u>Incarcerated Person</u> - individual who has been arrested and taken into custody.	LEM1R	LEM1R



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## VI. SAMPLE ENTER MESSAGES

### A. SAMPLE ENDANGERED MISSING ENTER PROBLEM

John H. Darwin, a white male, born January 3, 1968, was last seen on the evening of February 7, 1990. He was reported missing to the Wheeling Police Department (CDC/KGC) by his mother on the morning of February 8. She last saw John with an older friend named Roger Walker. Walker is a known drug abuser who becomes violent when he is under the influence of drugs. Darwin is described as being 5'9", 175 lbs., with brown hair and blue eyes. His Social Security Number is 321-12-4321; he has an Illinois driver's license, D650-4687-2003, that expires in 1991. He was last seen wearing a gray sweat-shirt, blue nylon jacket and bluejeans. Darwin also wears a red and gold class ring on his right hand. The agency's telephone number is 708/459-2632, the Case Number is 90E-1234, and the operator is BW.

SAMPLE FORMATTED ENTER (Call format with LFR.FEM.):

```
L EMEC TMP MISSING ENDANGERED WHEELING OFF 0029
DLC 020790 NAM DARWIN,JOHN H SEX M RAC W
POB DOB 010372 AGE HGT 509 WGT 175 HAI BRO EYE BRO
SKN FBI BCI FPC
SOC 321124321 DLS IL DLN D65046868003 DLY 91
MNU SMT
MIS WITH KNOWN DRUG ABUSER ROGER WALKER WHO BECOMES VIOLENT UNDER
UNDER THE INFLUENCE OF DRUGS, LSW BLU NYLON JACKET, GRAY SWEAT-
SHIRT, BLUEJEANS OTX/708-459-2632
DOE DIS VCO
VYR VMA VMO VST VIN
LIM LIY LIS LIT LIC BLT CRC FPA
BXR VRX
JWT RI
JWL RED AND GOLD CLASS RING ON RIGHT HAND
OCA 90E-1234 ORA PD WHEELING IL ENT KGC OPR BW
```

### Required Fields

MKE (You may add "C" for CAUTION to the message key.)  
OFF  
DLC  
NAM  
SEX  
RAC  
DOB (If DOB is not known, subject's age and at least one numeric identifier must be entered.)  
HGT  
WGT  
HAI  
EYE  
ORA  
ENT  
OPR



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## VI. SAMPLE ENTER MESSAGES (Continued)

### B. SAMPLE INVOLUNTARY MISSING ENTER PROBLEM

The wife of Frank G. Mason reported to the Elgin Police Department (CDC/KBG) that her husband had not returned home from work since April 3, 1990. Her husband has never done this before and she has no reason to believe his disappearance is voluntary. Mr. Mason, a white male born February 4, 1953, is described as 5'10", 190 lbs. with blond hair and blue eyes. His Social Security Number is 321-43-1432, which is also his National Guard Number. He has an Illinois driver's license, M250-2675-3045, which expires in 1992. Mason was last seen wearing green work clothes and a brown jacket. He also wears a gold wedding band on the left hand. When Mason left for work, he was driving the family car, a red 1988 four-door Impala sedan with Illinois license plate number "AB3232" with registration expiring in October, 1990. The agency's telephone number is 708/695-6501, the Case Number is 90I-1234, and the operator is MT.

#### SAMPLE FORMATTED ENTER (Call format with LFR.FEM.):

L EMI TMP MISSING INVOLUNTARY ELGIN OFF 0029  
DLC 040390 NAM MASON,FRANK G SEX M RAC W  
POB DOB 020453 AGE HGT 510 WGT 190 HAI BLN EYE BLU  
SKN FBI BCI FPC  
SOC 321431432 DLS IL DLN M25026753045 DLY 92  
MNU NG-321431432 SMT  
MIS LSW GRN WORK CLOTHES, BROWN JACKET OTX/708-695-6501

DOE DIS VCO RED  
VYR 88 VMA CHEV VMO IMP VST 4D VIN  
LIM 10 LIY 90 LIS IL LIT PC LIC AB3232 BLT CRC FPA  
BXR VRX  
JWT RI  
JWL GLD WEDDING BAND ON LEFT HAND  
OCA 90I-1234 ORA PD ELGIN IL ENT KBG OPR MT

#### Required Fields

MKE (You may add "C" for CAUTION to the message key.)  
OFF  
DLC  
NAM  
SEX  
RAC  
DOB (If DOB is not known, subject's age and at least one numeric identifier must be entered.)  
HGT  
WGT  
HAI  
EYE  
ORA  
ENT  
OPR

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## VI. SAMPLE ENTER MESSAGES (Continued)

### C. SAMPLE DISABLED MISSING ENTER PROBLEM

On July 20, 1990, the Green Acres Nursing Home reported to the Moline Police Department (CDC/KHA) that one of its residents had been missing since the previous evening. The person is a white male named George D. Hamilton, born January 14, 1910. Mr. Hamilton suffers from periods of senility and loss of memory. He is described as being 5'5", 150 lbs., with gray hair and brown eyes. He has a surgical scar on his abdomen, has A negative blood type, and was last seen wearing a gray overcoat, brown plaid shirt, and brown pants. Mr. Hamilton may have a Veteran's Administration Claim Number (A-143-23) in his possession. The agency's telephone number is 309/797-0406, the Case Number is 90D-1234, and the operator is SW.

#### SAMPLE FORMATTED ENTER (Call format with LFR.FEM.):

```
L EMDM TMP MISSING DISABILITY MENTAL MOLINE OFF 0029
DLC 072090 NAM HAMILTON,GEORGE D SEX M RAC W
POB DOB 011410 AGE HGT 505 WGT 150 HAI GRY EYE BRO
SKN FBI BCI FPC
SOC DLS DLN DLY
MNU VA-A14323 SMT SC ABDOM
MIS SENILE LOSS OF MEMORY, LSW GRY OVERCOAT, BRO PLAID SHIRT,
BRO PANTS OTX/309-797-0406

DOE DIS VCO
VYR VMA VMO VST VIN
LIM LIY LIS LIT LIC BLT ANEG CRC FPA
BXR VRX
JWT
JWL
OCA 90D-1234 ORA PD MOLINE IL ENT KHA OPR SW
```

#### Required Fields

MKE  
OFF  
DLC  
NAM  
SEX  
RAC  
DOB (If DOB is not known, subject's age and at least one numeric identifier must be entered.)  
HGT  
WGT  
HAI  
EYE  
ORA  
ENT  
OPR



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## VI. SAMPLE ENTER MESSAGES (Continued)

### D. SAMPLE JUVENILE RUNAWAY MISSING ENTER PROBLEM

On January 18, 1990, the mother of William D. Johnson reported to the Springfield Police Department (CDC/ZLE) that her son was missing. She believes he ran away after he and his father had an argument about a tattoo William had made on his arm. William, a white male born March 3, 1974, is described as being 5'6", 155 lbs. with red hair, blue eyes, and a fair complexion. He has blood type O Positive, has been circumcised, and has a tattoo of a dagger on his left forearm. Johnson disappeared on foot and was last seen wearing bluejeans, a blue work shirt, and green nylon jacket. He probably has identification on him, including an Illinois driver's license number J52592474065 which expires in 1990 and a Social Security Number 321-48-1324. The agency's telephone number is 217/788-8315, the Case Number is 90J-1234, and the operator is GB.

SAMPLE FORMATTED ENTER (Call format with LFR.FEM.):

```
L EMJR TMP MISSING JUVENILE RUNAWAY SPRINGFIELD OFF 0029
DLC 011890 NAM JOHNSON,WILLIAM O SEX M RAC W
POB DOB 030374 AGE HGT 506 WGT 155 HAI RED EYE BLU
SKN FAR FBI BCI FPC
SOC 321481324 DLS IL DLN J52592474065 DLY 90
MNU SMT TAT LF ARM
MIS LSW GRN NYLON JACKET, BLUE WORK SHIRT, BLUEJEANS
SMT/DAGGER OTX/217-788-8315

DOE DIS VCO
VYR VMA VMO VST VIN
LIM LIY LIS LIT LIC BLT OPOS CRC C FPA
BXR VRX
JWT
JWL
OCA 90J-1234 ORA PD SPRINGFIELD IL ENT ZLE OPR GB
```

### Required Fields

MKE  
OFF  
DLC  
NAM  
SEX  
RAC  
DOB (If DOB is not known, subject's age and at least one numeric identifier must be entered.)  
HGT  
WGT  
HAI  
EYE  
ORA  
ENT  
OPR



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## VI. SAMPLE ENTER MESSAGES (Continued)

### E. SAMPLE CATASTROPHE VICTIM ENTER PROBLEM

On May 17, 1990, one day after flash flooding had occurred in the rural community of Nutwood, the wife of Joseph Edward Patterson called the Jersey County Sheriff's Office (CDC/KJR) to report that her husband was missing. He was last seen on May 15 near Otter Creek while assisting campers in the area of the flooding. Mr. Patterson is described as a white male, born June 8, 1949, 6', 180 lbs., with brown hair and green eyes. He has a scar on his left knee, A Positive blood type, and has been circumcised. He was last seen wearing bluejeans, a red sweatshirt, and green rubber boots and has identification indicating a Social Security Number of 123-43-2143 and an Illinois driver's license P362-4854-9163 that expires in 1991. The agency's telephone number is 618/498-5571, the Case Number is 90V-1234, and the operator is LE.

SAMPLE FORMATTED ENTER (Call format with LFR.FEM.):

```
L EMV TMP MISSING CATASTROPHE NUTWOOD OFF 0029
DLC 051790 NAM PATTERSON,JOSEPH EDWARD SEX M RAC W
POB DOB 060849 AGE HGT 600 WGT 180 HAI BRO EYE GRN
SKN FBI BCI FPC
SOC 123432143 DLS IL DLN P36248549163 DLY 91
MNU SMT SC L KNEE
MIS LAST SEEN NEAR OTTER CREEK FLOOD LSW RED SWEATSHIRT,
BLUEJEANS, GRN RUBBER BOOTS OTX/618-498-5571

DOE DIS VCO
VYR VMA VMO VST VIN
LIM LIY LIS LIT LIC BLT APOS CRC C FPA
BXR VRX
JWT
JWL
OCA 90V-1234 ORA SO JERSEY CO IL ENT KJR OPR LE
```

### Required Fields

MKE (You may add "C" for CAUTION to the message key.)  
OFF  
DLC  
NAM  
SEX  
RAC  
DOB (If DOB is not known, subject's age and at least one numeric identifier must be entered.)  
HGT  
WGT  
HAI  
EYE  
ORA  
ENT  
OPR

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VI. SAMPLE ENTER MESSAGES (Continued)

F. SAMPLE ACCIDENT VICTIM ENTER PROBLEM

On April 13, 1986, the Kankakee Police Department (CDC/AJA) investigated a serious accident involving a white male named James E. Milton, born September 9, 1950. Mr. Milton was taken to Community Memorial Hospital where he was listed in critical condition and unconscious. The investigating officer obtained the following information about Mr. Milton: 6' 1", 180 to 190 lbs., with black hair and brown eyes. His Social Security Number is 312-12-1434; he has an Illinois driver's license, M435-4455-0257, that expires in 1988. Mr. Milton drove a green 1984 Cavalier two-door sedan with Illinois license plates "110500" that expire September, 1986. The agency's telephone number is 815/933-0417, the Case Number is 86A-1234, and the operator is DH.

SAMPLE FORMATTED ENTER (Call format with LFR.FEM.):

```
L EM1A TMP ACCIDENT VICTIM KANKAKEE OFF
DLC 041386 NAM MILTON,JAMES E SEX M RAC W
POB   DOB 090950 AGE   HGT 601 WGT 185 HAI BLK EYE BRO
SKN   FBI   BCI   FPC
SOC 312121434 DLS IL DLN M43544550257 DLY 88
MNU   SMT
MIS SUBJ AT COMMUNITY MEMORIAL HOSPITAL EMERG/815-822-5432
OTX/815-933-0417

DOE   DIS   VCO
VYR 84 VMA CHEV VMO CAV VST 2D VIN
LIM 09 LIY 86 LIS IL LIT PC LIC 110500 BLT   CRC   FPA
BXR   VRX
JWT
JWL
OCA 86A-1234 ORA PD KANKAKEE IL ENT AJA OPR DH
```

Required Fields

MKE  
DLC (Date of Accident)  
NAM  
SEX  
RAC  
AGE or DOB  
ORA  
ENT  
OPR



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## VI. SAMPLE ENTER MESSAGES (Continued)

### G. SAMPLE INCARCERATED SUBJECT ENTER PROBLEM

On March 21, 1986, the Effingham Police Department (CDC/KEM) arrested Larry L. Drinkwater for driving under the influence of alcohol. Mr. Drinkwater is 5' 9", 190 lbs., with brown hair and eyes. His Social Security Number is 231-40-2511; he has an Illinois driver's license, D652-5325-3240, that expires in 1987. The subject was not able to post bond and was incarcerated at the Effingham County Jail until court appearance. The agency's telephone number is 217/347-0771, the Case Number is 86A-1234, and the operator is MG.

#### SAMPLE FORMATTED ENTER (Call format with LFR.FEM.):

```
L EM1R TMP INCARCERATED EFFINGHAM CO JAIL OFF
DLC 032186 NAM DRINKWATER,LARRY L SEX M RAC W
POB DOB 082353 AGE HGT 509 WGT 190 HAI BRO EYE BRO
SKN FBI BCI FPC
SOC 231402511 DLS IL DLN D65253253240 DLY 87
MNU SMT
MIS INCARCERATED EFFINGHAM CO JAIL/217-347-0332
OTX/217-347-0771

DOE DIS VCO
VYR VMA VMO VST VIN
LIM LIY LIS LIT LIC BLT CRC FPA
BXR VRX
JWT
JWL
OCA 86R-1234 ORA PD EFFINGHAM IL ENT KEM OPR MG
```

#### Required Fields

MKE  
DLC (Date of Incarceration)  
NAM  
SEX  
RAC  
DOB  
ORA  
ENT  
OPR

#### CANCELLATION RESPONSIBILITY

It is the entering terminal agency's responsibility to immediately cancel an incarcerated subject's record when the subject is released from custody or turned over to another authority. It is not permissible to leave a record on file just because it will eventually be removed by an automatic purge. To do so is a violation of LEADS Regulations and Policies. See page REGS-19, paragraph VII.A.3.



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## VII. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the data fields in a Missing Person File record. Each field is described in a standard format labeled A through L.

Since many of the fields found in a Missing Person record are the same as those in a Wanted Person record, those FIELD DESCRIPTIONS are not repeated here. Instead, refer to the list below, where you will find those fields and the page numbers where they can be found in the WANTED PERSON Section (9A) of this chapter.

<u>WPERS-</u>		
58	TMP	Temporary Information for Enter Message
72	NAM	Name of Person
76	SEX	Sex of Person
77	RAC	Race of Person
78	POB	Place of Birth
80	DOB	Date of Birth
81	AGE	Attained Age
82	HGT	Height
83	WGT	Weight
84	HAI	Hair Color
85	EYE	Eye Color
86	SKN	Skin Tone
87	FBI	FBI Number
90	BCI	BCI Number
91	FPC	Fingerprint Classification
93	SOC	Social Security Number
94	DLS	Driver's License State/Country
95	DLN	Driver's License Number
96	DLY	Driver's License Year Expires
97	MNU	Miscellaneous Number
99	SMT	Scars, Marks, Tattoos
(See VEH-138)		Vehicle Descriptors
(See VEH-156)		Vehicle Registration Data
119	OCA	Originating Authority's Case Number
120	ORA	Originating Authority's Agency Name
121	ENT	Entering Terminal CDC
122	OPR	Entering Terminal Operator's Initials/ID
123	TME	Time of Entry
124	DTE	Date of Entry

### B. SUMMARY/INDEX

On the opposite side of this card and the succeeding page is a summary and index for all Missing Person File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages.

### C. CODES

Some fields require the use of codes, which may be found immediately following the corresponding Field Description.

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MISSING PERSONS FILE DATA FIELD SUMMARY / INDEX

A.	B.	X. PERS- PAGE # FOR DETAILS	Y. PAGE # FOR CODES	C. NO. OF POSIT- IONS (LENGTH)	D. CHAR- ACTER TYPES (1)	E. USED WITH INQ.?	G.1 WHEN MODIFYING, ADD	G.2 CHANGE	G.3 DELETE	H. REQD. FOR ENTER?
FIELD NAME	FIELD CODE									
Message Key/Record Label	MKE	53	54	3-5	C	Yes	N/A	No	No	Yes
Temporary Info. for Enter	TMP	*W-58		to 50	L,N,P	N/A	N/A	N/A	N/A	No
Offense Code (Missing Person Code 0029)	OFF	57		4	C	No	N/A	N/A	N/A	Yes(2)
Date of Last Contact	DLC	58		6	N	No	N/A	Yes	No	Yes
Name of Person	NAM	*W-72		to 30	L,P	Yes	N/A	Yes	No	Yes
Sex of Person	SEX	*W-76	*W-76	1	C	Yes	N/A	Yes	No	Yes
Race of Person	RAC	*W-77	*W-77	1	C	Yes	N/A	Yes	No	Yes
Place of Birth	POB	*W-78	*W-79	2	C	No	Yes	Yes	Yes	No
Date of Birth	DOB	*W-80		6	N	Yes	N/A	Yes	No	(3)
Age (LEADS Only)	AGE	*W-81		2	N	No	Yes	Yes	Yes	No
Height	HGT	*W-82		3	N	No	N/A	Yes	No	Yes
Weight	WGT	*W-83		3	N	No	N/A	Yes	No	Yes
Hair Color	HAI	*W-84	*W-84	3	C	No	N/A	Yes	No	Yes
Eye Color	EYE	*W-85	*W-85	3	C	No	N/A	Yes	No	Yes
Skin Tone	SKN	*W-86	*W-86	3	C	No	Yes	Yes	Yes	No
FBI Number	FBI	*W-87		9	L,N	Yes	Yes	Yes	Yes	No
BCI Number (LEADS Only)	BCI	*W-90		7	N	Yes(4)	Yes	Yes	Yes	No
Fingerprint Classification	FPC	*W-91	*W-91	20	C	No	Yes	Yes	Yes	No
Social Security Number	SOC	*W-93		9	N	Yes	Yes	Yes	Yes	No
Driver's License State/Country	DLS	*W-94		2	C	No	Yes(5)	Yes	Yes(5)	No
Driver's License Number	DLN	*W-95		20	L,N	Yes	Yes(5)	Yes	Yes(5)	No
Driver's License Year Expires	DLY	*W-96		2	N	No	Yes(5)	Yes	Yes(5)	No
Miscellaneous Number	MNU	*W-97	*W-98	15	C,L,N,P	Yes	Yes	Yes	Yes(5)	No

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

(2) Not required for accident victims and incarcerated subjects.

(3) Varies. If the DOB is not known, subject's age and at least one numeric identifier must be entered to meet the minimum requirements. This is NOT true for a Missing Juvenile record; you must enter a complete Date of Birth.

(4) Only searches the LEADS File, not NCIC.

(5) Refer to page indicated in Column X for restrictions on modification of this field.

\* See Wanted Persons Chapter.



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## MISSING PERSONS FIELD SUMMARY / INDEX (Continued)

A.	B.	X. PERS- PAGE # FOR DETAILS	Y. PAGE # FOR CODES	C. NO. OF POSTI- TIONS (LNGTH)	D. CHAR- ACTER TYPES (1)	E. USED WITH INQ.?	G.1 WHEN MODIFYING, ADD	G.2 CHANGE	G.3 DELETE	H. REQD. FOR ENTER?
FIELD NAME	FIELD CODE									
Scars, Marks, Tattoos, etc.	SMT	*W-99	*W-100	10	C	No	Yes	Yes	Yes	*
Miscellaneous (Permanent)	MIS	59		250	L,N,P	No	Yes	Yes	Yes	(2)
Date of Emancipation	DOE	61		6	N	No	Yes	Yes	Varies	(3)
Disposition (LEADS Only)	DIS	63		to 3	N/A	No	N/A	N/A	Yes	No
Vehicle Descriptors	-		VEH-138	-	VIN	Yes	Yes	Yes	Yes	No
Vehicle Registration Data	-		VEH-156	-	LIC	Yes	Yes	Yes	Yes	No
Blood Type/Rh Factor	BLT	64	64	5	C	No	Yes	Yes	Yes	No
Circumcision	CRC	65	65	1	C	No	Yes	Yes	Yes	No
Footprints Available	FPA	66	66	1	C	No	Yes	Yes	Yes	No
Body X-Rays Available	BXR	67	67	1	C	No	Yes	Yes	Yes	No
Corrective Vision Prescription	VRX	68	68	to 40	L,N,P	No	Yes	Yes	Yes	No
Jewelry Type	JWT	70	70	to 50	C	No	Yes	Yes	Yes	No
Jewelry Description	JWL	71		to 59	L,N	No	Yes	Yes	Yes	No
Originating Authority's Case #	OCA	*W-119		to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency Name (LEADS Only)	ORA	*W-120		8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC	ENT	*W-121		3	C	No	N/A	No	No	Yes
Entering Terminal Operator's Initials/ID	OPR	*W-122		2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	*W-123		4	N	No	N/A	No	No	N/A
Date of Entry	DTE	*W-124		6	N	No	N/A	No	No	N/A
NCIC Record Index Number	NIC	72		10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number	LDS	73		8	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

(2) See Field Description Code page MPERS-59.

(3) See Field Description Code page MPERS-61.

\* See Wanted Persons Chapter.





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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Message Key/Record Label
- B. FIELD CODE:   MKE
- C. FIELD LENGTH:   3-5 positions free-form; 2-4 with the LFR.FEM. format.
- D. CHARACTER TYPE(S) ALLOWED:   Specific letters, numbers, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                    |                     |
|-------------------|--------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> No | <u>DELETED?</u> N/A |
|-------------------|--------------------|---------------------|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   The message key tells the computer what kind of message you have sent it (cancel, modify, enter, etc.) and what files (LEADS and/or NCIC) are involved. Also, when entering a Missing Person record, the message key is used to specify the category and/or circumstance of the missing person.
- The record label of any Hot Files record is derived from the message key used to enter or locate the record. The label appears in all hit messages and serves the purpose of identifying what kind of record has been found. See Section III for RECORD LABEL COMPARISON TABLE.
- K. ALLOWABLE DATA AND EDITS:   The message key for a Missing Person record must be taken from the table on the following page. The message key must exactly match one of those listed in the table.

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## MESSAGE KEY (MKE) (Continued)

	<u>ENTER</u>	<u>MODIFY</u>	<u>CANCEL</u>
To call screen format	LFR.FEM.	LFR.MOD.	(None)
LEADS & NCIC		LMM	LCM
Juv., Endangered	LEMJE		
Juv., Involuntary	LEMJI		
Juv., Parental Abduction	LEMJP		
Juv., Runaway	LEMJR		
Juv., Habitual Runaway	LEMJH		
Juv., Disability	LEMJD		
Juv., Catastrophe Victim	LEMJV		
Juvenile	LEMJ*		
Endangered	LEME*		
Involuntary	LEMI*		
Disability	LEMD*		
Disability, Physical	LEMDP		
Disability, Mental	LEMDM		
Catastrophe Victim	LEMV*		
LEADS Only		LMM	LCM
Accident Victim	LEM1A		
Incarcerated Person	LEM1R		
Training	LTME	LTMM	LTMC

	<u>VOID</u>	<u>INQUIRY</u>	<u>LOCATE</u>
To call screen format	LFR.FVOID.	LFR.FINQ.	(None)
LEADS & NCIC	LXM	See Inquiry Table	LMM
LEADS Only	LXM		LMM
NCIC Only	LXM		LLM

\* You may add "C" for CAUTION to this message key. At times it may be more important to use the LEMJ message key and attach the caution indicator rather than use the more descriptive message keys, i.e., LEMJE, LEMJH, etc., since the need for using caution is more important than a specific message key which indicates a particular circumstance. Be sure to describe the reason for caution in the first position of the Miscellaneous Field.



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## MESSAGE KEY (MKE) (Continued)

- L. NOTES: The following definitions are provided for the various kinds of missing persons categories. When entering a missing person who is a juvenile, you MUST use a juvenile message key.

### Missing Person Definitions and Message Keys for Missing Persons Who Are NOT Emancipated

1. LEMJE - Juvenile, Endangered - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing under circumstances indicating that his/her physical safety is in danger.
2. LEMJI - Juvenile, Involutary - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing under circumstances indicating that the disappearance was not voluntary or foul play was suspected, i.e., abduction or kidnapping.
3. LEMJP - Juvenile, Parental Abduction - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing and known to be with a parent (custodial or non-custodial).
4. LEMJR - Juvenile, Runaway - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing and known to have left home on his/her own accord.
5. LEMJH - Juvenile, Habitual Runaway - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing and has a history of running away.
6. LEMJD - Juvenile, Disability - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing and thought to be in a disabled condition.
7. LEMJV - Juvenile, Catastrophe Victim - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing after a catastrophe.
8. LEMJ - Juvenile - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing and does not meet any of the entry criteria set forth in the other categories.

NOTE: Children under the age of 8 years old cannot be entered as a Runaway or Habitual Runaway. 8 years old has been established as the age of reasoning; children under the age of 8 would be less likely to reason leaving home.

## MESSAGE KEY (MKE) (Continued)

### Missing Person Definitions and Message Keys for Missing Persons Who Are Emancipated

1. LEME - Endangered - A person who is missing under circumstances indicating that his/her physical safety is in danger.
2. LEMI - Invuntary - A person who is missing under circumstances indicating that the disappearance was not voluntary or foul play was suspected, i.e., abduction or kidnapping.
3. LEMDP - Disability, Physical - A person who is missing and is obviously suffering from a physical disability.
4. LEMDM - Disability, Mental - A person who is missing and thought to be mentally disabled or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
5. LEMV - Catastrophe Victim - A person who is missing after a catastrophe.

### Special Circumstance Message Keys for Persons Entered in the Missing Persons File

1. LEM1A - Accident Victim (LEADS only) - An individual of any age who is an accident victim and is unable to communicate with authorities or relatives.
2. LEM1R - Incarcerated Person (LEADS only) - An individual of any age who has been arrested and taken into custody.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Offense Code, Missing Person Code
- B. FIELD CODE: OFF
- C. FIELD LENGTH: 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: The numeric code "0029".
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                    |                    |
|-------------------|--------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|-------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: Required except for accident victims and incarcerated subjects.
- J. PURPOSE AND USAGE: This is the standard LEADS code for a Missing Person record.
- K. ALLOWABLE DATA AND EDITS:

For all Missing Person entries, the code "0029" must be used. When entering accident victims and incarcerated subjects, no data should be placed in this field.



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## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Date of Last Contact or Accident or Incarceration
- B. FIELD CODE: DLC
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To provide the date that a missing person was last seen or heard from. DO NOT enter the date that the missing person report was received or the date that the record is entered unless it is the same date that the missing person was last seen or heard from.
- K. ALLOWABLE DATA AND EDITS: Any possible date expressed in month-day-year format (March 27, 1985 is 032785) which is equal to or older than the date of entry. A date in the future compared to the date of entry will be rejected -- a record cannot be entered prior to the event on which that record is based.

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## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: 250 positions. (250 positions in NCIC record also.)
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&). The period (.) is not allowed. NCIC changes all letter O's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                               |
|-------------------|---------------------|-------------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> See L. NOTES. |
|-------------------|---------------------|-------------------------------|
- H. ON ENTRY, DATA IS: Varies. See L. NOTES.
- J. PURPOSE AND USAGE: To amplify and clarify data or codes provided in other fields and to provide information not provided in the other fields. See NOTES.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- DO NOT use the MIS Field to enter data for which a specific field is provided elsewhere in the format. However, do use the space to include pertinent data about the missing person and the situation or circumstance. See L. NOTES for prioritizing data.

### Edits --

1. Extra periods will cause the message to be rejected. The computer considers the first period in the MIS Field to be the last character. Do not use periods within the field to end sentences. Also, do not use a period to "separate" the Permanent and Temporary Miscellaneous Fields.
2. When entering a missing person under the age of 18, but who is emancipated and therefore using a message key for a person who has reached the age of emancipation, you must place the word "EMANCIPATED" in the first 11 positions of the permanent Miscellaneous Field.
3. See L. NOTES for other requirements.

### L. NOTES:

Use the following list to prioritize information in the Miscellaneous Field.

1. Enter the word "EMANCIPATED" in the first 11 positions of the permanent Miscellaneous Field if required according to the information in K. Edits above.
2. Weapons -- If weapon involved, describe and show type (pistol, shotgun, rifle, or knife)



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## MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

3. Reason for Caution -- give details (mental subject, martial arts subject, weapons, etc.)
4. Description of Circumstances/Possible Destination
5. Medical Condition/Medication in Possession
6. Explanation/description of scars, marks, tattoos, and physical conditions (must also enter code in SMT Field)
7. Type of Disability
8. Names of Associates/Abductors
9. Nicknames (monikers)
10. Clothing Description/Shoes (size, color, style, laundry marks)
11. Telephone Numbers (ORA 24-hour number and important emergency numbers)
12. Vehicle Description -- MIS Field cannot be left blank if VMA Field contains code AERO, ATV, CYCL, SPEC, TRLR or TRUK. See Chapter 6, Vehicles, pages VEH-170 and -171.
13. Cross reference to related cases/records/fugitive associates -- When an agency makes missing person entries on two or more missing persons who are known to be associating with each other, the agency should cross-reference each Missing Person record entry by using NIC Numbers.
14. Smoker/Tobacco Chewer (pipe, cigarette, cigar; brand)
15. Corrective Vision Prescription - See VRX Field.
16. Fingernails (polish, length, biter)
17. Amount of money in possession
18. Left handed, right handed
19. Hit Notification Request -- In situations in which the ORA believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the person is known, the entering agency should place the code NOAH (Notify ORA (or ORI) of All Hits) in the MIS Field.
20. Test Record -- The MIS Field should begin with the words "TEST, IGNORE" when you have entered a record for training purposes and did not use the training message key.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Date of Emancipation
- B. FIELD CODE:   DOE
- C. FIELD LENGTH:   6 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS:   Required if the missing person is an Illinois resident and has been declared emancipated by a judicial decree prior to the subject's 18th birthday or if a missing juvenile is an out-of-state resident and the date of emancipation is other than age 18.
- J. PURPOSE AND USAGE:   Indicates the date on which the person was declared emancipated by a judicial decree or when a missing juvenile who is a resident of another state will reach legal age as determined by the laws in the juvenile's state of residence at the time of disappearance.
- Most states have a fixed age of emancipation that is referred to as the age of majority. However, many states, including Illinois, have exceptions which cause a person to become emancipated at an earlier age.
- When entering a record for a missing person who is a resident of another state, contact the NCIC Control Terminal Officer of that state to obtain information concerning the age of emancipation.
- K. ALLOWABLE DATA AND EDITS:   There are four considerations when entering missing persons and using the DOE Field.
1. When entering a missing juvenile who will become emancipated at age 18, the DOE may be left blank since the LEADS computer using the subject's DOB automatically computes what the date of emancipation will be at age 18 and places this information in the DOE Field.
  2. When entering a missing person who is an Illinois resident and under the age of 18, but has been declared emancipated by the courts, enter the date on which the subject was emancipated. (Must be any date prior to the date of entry.) DO NOT use any missing juvenile message key with this type of missing person since legally the subject is not considered a juvenile. Enter the word "EMANCIPATED" in the first 11 positions of the permanent Miscellaneous Field.

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MISSING PERSONS (9B)

## DATE OF EMANCIPATION (DOE) (Continued)

3. When entering a missing juvenile who is an out-of-state resident, enter the date of emancipation as determined by the laws of the subject's state of residence if other than age 18.
4. The DOE Field must be in month/day/year format. For example, December 1, 1991 would be entered DOE/120191.

NOTE: If the DOB is modified, there is no edit or automatic process to bring the DOE in line with the new DOB. Therefore, the DOE should be modified in accordance with the revised DOB.

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MISSING PERSONS (9B)

## FIELD DESCRIPTION &amp; CODES

- A. FIELD NAME: Disposition if Found
- B. FIELD CODE: DIS
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED:
- E. USED AS ON-LINE INQUIRY IDENTIFIER?
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?
- G. WHEN MODIFYING, DATA CAN BE:

DELETED? Yes

- H. ON ENTRY, DATA IS:
- J. PURPOSE AND USAGE:
- K. ALLOWABLE DATA AND EDITS:
- L. NOTES:

NOTE: Due to the fact that return transportation is no longer required by LEADS and NCIC, this field is no longer used and should be left blank.



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MISSING PERSONS (9B)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Blood Type and Rh Factor
- B. FIELD CODE: BLT
- C. FIELD LENGTH: 5 positions.
- D. CHARACTER TYPE(S) ALLOWED: Must be a valid code.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes                      CHANGED? Yes                      DELETED? Yes
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To include the correct blood type and Rh factor of the individual.
- K. ALLOWABLE DATA AND EDITS: Must be a code from the following table:

Blood Type (BLT) Codes Table

<u>Code</u>	<u>Description</u>
APOS	A Positive
ANEG	A Negative
AUNK	A Unknown
BPOS	B Positive
BNEG	B Negative
BUNK	B Unknown
ABPOS	AB Positive
ABNEG	AB Negative
ABUNK	AB Unknown
OPOS	O Positive
ONEG	O Negative
OUNK	O Unknown

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MISSING PERSONS (9B)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Circumcision
- B. FIELD CODE: CRC
- C. FIELD LENGTH: 1 position.
- D. CHARACTER TYPE(S) ALLOWED: The letters C, N, or U.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To be used as an additional visual identifier and to provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS: Must be one of the following codes:
- | <u>Code</u> | <u>Description</u>  |
|-------------|---------------------|
| C           | Was circumcised     |
| N           | Was not circumcised |
| U           | Unknown             |
- L. NOTES: If sex is female, leave blank.

F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Footprints Available
- B. FIELD CODE:   FPA
- C. FIELD LENGTH:   1 position.
- D. CHARACTER TYPE(S) ALLOWED:   Must be "Y" (Yes) or "N" (No).
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED?   Yes

CHANGED?   Yes

DELETED?   Yes
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   To provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS:   Must be one of the following codes:

<u>Code</u>	<u>Description</u>
Y	Yes
N	No



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MISSING PERSONS (9B)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Body X-Rays Available
- B. FIELD CODE:   BXR
- C. FIELD LENGTH:   1 position.
- D. CHARACTER TYPE(S) ALLOWED:   Must be F, P, or N.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED?   Yes                      CHANGED?   Yes                      DELETED?   Yes
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   To provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS:   Must be one of the following codes:

<u>Code</u>	<u>Description</u>
F	X-rays available for all body parts.
P	X-rays available for some, but not all, of the body or body parts recovered.
N	No X-rays are available.

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MISSING PERSONS (9B)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Corrective Vision Prescription
- B. FIELD CODE: VRX
- C. FIELD LENGTH: Up to 40 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&). The period (.) is not allowed. NCIC changes all letter O's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? No                      CHANGED? No                      DELETED? No
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To indicate the appropriate corrective vision prescription for the individual. A vision prescription usually contains two sets of values, one for the right lens and one for the left lens. The prescription for the right lens is usually prefixed with the characters OD or R. The prescription for the left lens is usually prefixed with the characters OS or I. Each prescription may contain up to five elements which describe the sphere, cylinder, axis, add (for bifocals), and prisms of the lens.
- K. ALLOWABLE DATA AND EDITS: Most prescriptions for juveniles will contain only the sphere, cylinder, and axis.

The VRX Field is to be coded exactly as the prescription was written by the ophthalmologist, optometrist, optician, or laboratory technician. Since the computer will not accept some of the symbols used in the prescriptions, use the following codes to enter the required symbols:

<u>Code</u>	<u>Prescription Symbol</u>
P	+ (plus sign)
D	. (decimal)
E	= (equals)
X	X (times)

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MISSING PERSONS (9B)

## CORRECTIVE VISION PRESCRIPTION (VRX) (Continued)

The following are some examples of vision prescriptions and the proper method for coding the VRX Field.

Rx OD-2.50=-.25x90 VRX/OD-2D50E-D25x90 OS-2D00E-D25X95  
OS-2.00=-.25x95

Rx R-1.75-.25x100 VRX/R-1D75-D25X100 L-1D50-D25X85  
L-1.50-.25x85

Rx OD PL=+1.00x180 VRX/OD PLEP1D00X180 OSP3D00EP1D00X170  
OS+3.00=+1.00x170

If the vision prescription contains more than 40 characters, enter the right lens information in the VRX Field and the left lens information in the Miscellaneous (MIS) Field. For example:

Rx OD-12.00=-.25x140 .5 Degrees Base Up  
OS-12.50=-.25x120 .5 Degrees Base Down

VRX/OD-12D00E-D25X140 D5 DEGREES BASE UP  
MIS/OS-12D50E-D25X120 D5 DEGREES BASE DOWN



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MISSING PERSONS (9B)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Jewelry Type
- B. FIELD CODE: JWT
- C. FIELD LENGTH: Up to 50 positions.
- D. CHARACTER TYPE(S) ALLOWED: Valid codes from the Table below and the comma.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To be used as an additional identifier and to provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS: Must be a code from the following table. Codes must be separated by a comma.

Jewelry Type (JWT) Codes Table

<u>Code</u>	<u>Description</u>
AB	Ankle bracelet (includes ankle bracelets having a pendant)
BB	Belt buckle
BP	Brooch or pin
CL	Cigarette lighter, holder, or case
CO	Comb (includes hair combs, barrettes, mustache combs, and picks)
CU	Cuff links
ER	Earrings (includes clasp and pierced and pendant earrings)
KC	Key chain
MC	Money clip
NE	Necklace (includes having a pendant or watch or medical alert tag)
PK	Pocket knife
PC	Pocket watch chain (fob) or vest chain
RI	Ring
TC	Tie chain, clasp or tack
WP	Wallet or purse
WA	Watch (includes wrist, pocket, and stopwatches)
WB	Wrist bracelets having pendants, ID, and medical alert bracelets

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MISSING PERSONS (9B)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Jewelry Description
- B. FIELD CODE: JWL
- C. FIELD LENGTH: Up to 100 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To further describe the subject's most unique jewelry, e.g., engravings, color, number of stones, etc.
- K. ALLOWABLE DATA AND EDITS: There are no edits.

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MISSING PERSONS (9B)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letters M, Z, and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with Message Key NZN.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when locating a record that originated in another state.
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: Automatically provided by NCIC.
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC file. Every LEADS Missing Persons record which has also been successfully entered into the NCIC Missing Persons File will contain a NIC number. This tells you that there is, in fact, a corresponding record in NCIC (See Note 1), and gives you an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Missing Person File records always begin with the letter M for Missing. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula. The check-digits serve to reduce the chance of retrieving or locating the wrong record because of an error made while keying the NIC.
- L. NOTES: 1. When a LEADS record that has been on file more than a few minutes (see TME Field) contains a string of Z's in the NIC Field, something is wrong. The Z's indicate that the record was supposed to have been copied into the NCIC File. If the copy had been entered successfully, the Z's would have been replaced by a NIC number. Notify terminal KQC by directed message whenever you discover another agency's record with Z's in the NIC Field. If the record was entered by your department, void it and re-enter paying close attention for reject messages from NCIC.



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MISSING PERSONS (9B)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter M and all numeric digits 0-9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Automatically provided by LEADS.
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LDS number is constructed in three parts. The first character tells what file the record is stored in. All records in the Missing Persons File have a LDS number beginning with M. The next two digits represent the year in which the record was entered into the file (86 for 1986, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year. The first record entered into the Missing Persons File in 1987 will have a LDS number of M87000001. The 351st record will be LDS/M8700351.
- L. NOTES: 1. NCIC does not provide a field labeled LDS because this would be meaningless to other states. However, the OCA Field of any NCIC record that originated in Illinois will contain the LDS number of the matching record in the LEADS CHF.



## VIII. MODIFICATION OF MISSING PERSON RECORDS

### A. GENERAL MODIFICATION INFORMATION

1. What is Modification? -- Modification is a process to allow you to add, change, or delete data in an existing record that was entered by your agency. You may only modify records that were entered by your agency. You cannot modify a record that was entered by another agency, even if you know the data is wrong and have correct data available.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed.
3. Modify Message Keys -- Modify messages for the Missing Persons File require one basic message key. A second message key is used for training purposes.

LMM is used for all Missing Person records.

LTMM is used only for training purposes to "modify" Missing Person records. (The record on file is not actually changed.)

You may also use the format (LFR.FMOD.) to modify.

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. These identifiers are used to help insure that you are in fact modifying the record you really wish to modify. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The required identifiers are the LEADS Record Index Number (LDS) followed by the person's name (NAM) exactly as it appears in the record being modified.

5. Random Sequence of Fields -- Following the message key, LDS/, and NAM/ (required identifiers), the fields to be modified and their new contents may be listed in any order.
6. All Original Data Lost -- Whether you want to change all or part of the data in a particular field, the computer wipes out all of the original data in that field. This means that your modify message must include the contents for the entire field, even if you are changing only one character.

Example: To change NAM/MILLER,CAROL S to MILLER,CAROLE S, your modify message must include NAM/MILLER,CAROLE S.



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MISSING PERSONS (9B)

## VIII.A. GENERAL MODIFICATION INFORMATION (Continued)

7. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields may be included in a single message. The modify screen format LFR.FMOD. allows up to five fields to be modified per modify message.
8. NCIC Copy Automatically Modified -- When there is a copy of a LEADS record in NCIC, a single modify message automatically causes the same change(s) to be made to the NCIC copy of the record. The only exceptions are that modifications to AGE, BCI, DIS, or ORA Fields will not change the NCIC record because it does not contain these fields.

## B. WHAT CAN & CANNOT BE MODIFIED?

1. Fields Which Can Be Modified -- Using the Missing Person File modify message key, you may modify the contents of any of the following fields.

NAM - Name	MNU - Miscellaneous Identifying Number
SEX - Sex	
RAC - Race	SMT - Scars, Marks, Tattoos, etc.
POB - Place of Birth	MIS - Miscellaneous Information
DOB - Date of Birth	DIS - Disposition If Apprehended
HGT - Height	VCO - Vehicle Color
WGT - Weight	VYR - Vehicle Model Year
HAI - Hair Color	VMA - Vehicle Make/Manufacturer
EYE - Eye Color	VMO - Vehicle Model
SKN - Skin Tone	VST - Vehicle Body Style
FBI - FBI Number	VIN - Vehicle Identification Number
BCI - BCI Number	LIM - License Expiration Month
FPC - Fingerprint Classification	LIY - License Expiration Year
SOC - Social Security Number	LIS - License State/County
DLS - Driver's License State of Issue	LIT - License/Registration Type
DLN - Driver's License Number	LIC - License Plate/Registration Number
DLY - Driver's License Year of Expiration	ORA - Originating Authority's Agency Name

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be changed except by voiding the original record and entering an entirely new record:

MKE - Message Key	OPR - Entering Terminal Operator's Initials or Identifier
OFF - Offense Code	
AGE - Age of Subject	TME - Time of Entry
DOE - Date of Emancipation	DTE - Date of Entry
ENT - Entering Terminal's CDC	NIC - NCIC Record Index Number
	LDS - LEADS Record Index Number

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## VIII. MODIFICATION OF MISSING PERSON RECORDS (Continued)

### C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Adding Data -- You may need to add additional data about a missing person. The following example shows how to add the information that footprints are available, that X-rays are available for some body parts, and that the missing person was not circumcised.

Sample Modify Using Format LFR.FMOD.

(a,b) L MM LDS/ M8512345

(c) NAM / PARKER, MARVIN R

DATA FIELDS:

(d) FPA/ Y

(e) BXR/ P

(f) CRC/ N

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
  2. INSERT LDS NUMBER OF RECORD.
  3. INSERT FIELD ID CODE FOR TYPE OF FILE.
  4. INSERT 2ND IDENTIFIER FROM RECORD.
  5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
  6. INSERT DATA TO REPLACE EXISTING DATA.

or

Sample Modify Using Free-Form Message

(a) (b) (c) (d) (e) (f)  
LMM.LDS/M8512345.NAM/PARKER, MARVIN R.FPA/Y.BXR/P.CRC/N.

### Explanation of Samples

- Field (a) is the message key used to modify a Missing Person record.  
Field (b) is the LEADS Number of the record to be modified.  
Field (c) is the missing person's name, the second required identifier.  
Fields (d) (e) (f) are the data fields being added to this record.



## VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

2. Changing Data -- Suppose you discover that the blood type entered for a missing person is incorrect. The blood type in the record is AB negative, but should be AB positive.

L MM        LDS/ M8612345

NAM / LOYD, LANCE L

DATA FIELDS:

BLT/ ABPOS

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
  2. INSERT LDS NUMBER OF RECORD.
  3. INSERT FIELD ID CODE FOR TYPE OF FILE.
  4. INSERT 2ND IDENTIFIER FROM RECORD.
  5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
  6. INSERT DATA TO REPLACE EXISTING DATA.

3. Removing Data -- Suppose that a car associated with a missing person has been found abandoned. You now wish to remove the vehicle information from the Missing Person record. To delete data, you simply modify the field with a period (.). By doing this, you can remove all six vehicle fields -- VCO, VYR, VMA, VMO, VST, and VIN.

L MM        LDS/ M8612345

NAM / RICKERT, RICHARD R

DATA FIELDS:

VEH/ .

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
  2. INSERT LDS NUMBER OF RECORD.
  3. INSERT FIELD ID CODE FOR TYPE OF FILE.
  4. INSERT 2ND IDENTIFIER FROM RECORD.
  5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
  6. INSERT DATA TO REPLACE EXISTING DATA.



## VIII. MODIFICATION OF MISSING PERSON RECORDS (Continued)

D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Modify Acknowledgment

(a) (b) (c)  
cdc MODIFY LDS/M8612345

Line (a) is the CDC of the terminal which sent the modify message.  
Line (b) is an indication that the record was successfully modified.  
Line (c) is the LEADS Record Index Number of the record successfully modified.

2. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to run an inquiry on the record and review the response message.

3. No Partial Success -- There is no such thing as a partially successful modification. If you attempt to modify three fields with a single modify message and you are rejected because of an error in only one of the three fields, nothing was modified.

4. NCIC Reject -- Ordinarily, the only acknowledgment message you will receive, either reject or successful, will come from LEADS (not NCIC). In a few cases when the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS User Services Section.



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## IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Chapter 12, Add-On Records, for procedures.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC. Therefore, it is important to put the most important data in the permanent MIS Field itself.



المجلد الأول / العدد الأول

المجلة العلمية لجامعة الملك سعود  
الطبعة الأولى: ١٤٢٥ هـ / المجلد الأول / العدد الأول

المجلة العلمية لجامعة الملك سعود  
الطبعة الأولى: ١٤٢٥ هـ / المجلد الأول / العدد الأول

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MISSING PERSONS (9B)

## X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the LEADS and NCIC Files. You can only void records entered through one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by any kind of on-line inquiry. However, if necessary, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

## B. WHEN TO VOID

1. Invalid Record -- A record that was entered by mistake (i.e., should not have been entered in the first place) and is invalid should be voided as soon as the error is discovered.
2. Can't Modify -- If data in a field that cannot be modified is incorrect, the original record should be voided and a new record entered.

C. HOW TO VOID -- A void message must contain three elements -- the message key, the LEADS Record Index Number, and the subject's full name exactly as it appears in the record.

1. Void Message Key -- A void message for the Missing Persons File requires one basic message key.

LXM is used for all Missing Person records.

You may also use the format (LFR.FVOID.) to void records.

Separate message keys for LEADS only and LEADS/NCIC records are not necessary because the NCIC copy (if any) is automatically voided by the same message that voids the LEADS record.

## 2. Sample Void Message (Free-Form)

(a)            (b)            (c)  
LXM.LDS/M8612345.NAM/LOYD,LANCE L.

Field (a) is the message key used to void a Missing Person record.  
Field (b) is the LEADS Number of the record being voided.  
Field (c) is the subject's name in the record being voided.

## 3. Sample Void Message (Screen Format LFR.FVOID.)

LX M            LDS/ M8612345  
NAM / LOYD,LANCE L

### INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.

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MISSING PERSONS (9B)

## X. VOIDING (Continued)

- D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Void Acknowledgment

(a) (b) (c)  
cdc VOID LDS/M8612345

Field (a) is the CDC of the terminal which sent the void message.

Field (b) is indication that the record was successfully voided.

Field (c) is the LEADS Record Index Number of the record that was voided.

2. Rejected Void Message -- Any response other than the one above means that your void message was rejected and that the record is still on file. You should correct the error and resend the void message.



## XI. CANCELLING MISSING PERSON RECORDS

A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only cancel records entered through one of the terminals in your agency. Once a record has been cancelled, it may not be retrieved by any kind of on-line inquiry. However, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

### B. WHEN TO CANCEL

1. A Missing Person record should be cancelled when the person reported missing has returned home, been contacted, been arrested, or if the person's body has been found, or if the concerned party requests it be cancelled.
2. Accident Victim/Incarcerated Person -- An Accident Victim record should be cancelled after the victim has contacted his/her family. An Incarcerated Person record should be cancelled when the person is released. Both kinds of records are automatically purged from the LEADS Missing Persons File seven days after entry..

C. HOW TO CANCEL -- All cancel messages must contain four elements -- the message key, the LEADS Record Index Number, the subject's full name exactly as it appears in the record, and a Reason for Cancellation Code (RCC).

1. Cancel Message Keys -- Cancel messages for the Missing Persons File require one basic message key. A second message key is used for training purposes.

LCM is used for all Missing Person records.

LTMC is used only for training purposes. (The record on file is not actually changed)

You may not use the format (LFR.FCANC.) to cancel records.

Separate message keys for LEADS only and LEADS/NCIC records are not necessary because the NCIC copy (if any) is automatically cancelled by the same message key that cancels the LEADS record.

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## XI.C. HOW TO CANCEL (Continued)

2. Reason for Cancellation Codes -- To provide additional data about missing persons, Reason for Cancellation Codes (RCC) have been developed. These codes, which are mandatory, must be inserted in the first two positions of the RCC Field. The codes and their meanings are shown below.

<u>CODE</u>	<u>REASON</u>
RH	<u>R</u> eturned <u>H</u> ome
CC	<u>C</u> ancel <u>C</u> ontact
CN	<u>C</u> ancel <u>N</u> o Contact
BF	<u>B</u> ody <u>F</u> ound
AR	<u>A</u> rrested

You should use RCC/CC when cancelling Accident Victim and Incarcerated Person records.

Besides the Reason for Cancellation Codes, there is an optional code which may be placed in the third position of the RCC Field which indicates the situation. If the situation is unknown, you may use the code "U". The situation code may not be omitted if the agency code in position four is used. The codes and their meanings are shown below.

<u>CODE</u>	<u>SITUATION</u>	
I	<u>I</u> nvoluntary	(To be used with RCC/RH)
V	<u>V</u> oluntary	
C	<u>C</u> ourt	(To be used with RCC/CC)
D	<u>D</u> CFS	
F	<u>F</u> amily	
R	<u>R</u> efused	
P	<u>P</u> arental Request	(To be used with RCC/CN)
N	Unable to verify missing report	
A	<u>A</u> ccident	(To be used with RCC/BF)
H	<u>H</u> omicide	
S	<u>S</u> uicide	
T	<u>T</u> raffic	(To be used with RCC/AR)
P	<u>P</u> rostitution	
X	Other criminal activity	
Y	Crime victim	(To be used with any RCC Code; takes precedence over all other codes assigned for position three)



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## XI.C.2. Reason for Cancellation Codes (Continued)

Agency codes, which are optional, identify the law enforcement agency involved in clearing the case. The codes and their meanings are shown below.

<u>CODE</u>	<u>AGENCY</u>
C	County
F	Federal
I	I-Search
L	Local
O	Other state
Z	Other

### 3. Sample Cancel Message (Free-Form)

(1)        (2)                      (3)                      (4)  
LCM.LDS/M8612345.NAM/WRIGHT,CHARLES E.RCC/RHVC.

Field (1) is the message key used to cancel a Missing Person record.  
Field (2) is the LEADS Record Index Number of the Missing Person record being cancelled.  
Field (3) is the name of the Missing child as it appears in the record.  
Field (4) is the Reason for Cancellation Code indicating that the child returned home (RH) voluntarily (V) and that a county (C) agency was involved in clearing the case.

D. CANCEL MESSAGE ACKNOWLEDGMENT -- Every cancel message will be acknowledged either by a reject message or a cancel acknowledgment.

### 1. Successful Cancel Acknowledgment

(a) (b)                      (c)  
cdc CANCEL LDS/M8612345

Field (a) is the CDC of the terminal which sent the cancel message.  
Field (b) is indication that the record was successfully cancelled.  
Field (c) is the LEADS Record Index Number of the cancelled record.

2. Rejected Cancel Message -- Any response other than the one above means that your cancel message was rejected and that the record is still on file. You should correct the error and resend the cancel message.





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## XII. AUTOMATIC PURGING

Automatic purging is the removal of records from the on-line files. This is done on a periodic basis by the LEADS Staff. The NCIC copy of each record is purged along with the LEADS record.

- A. PURGE SCHEDULE -- The length of time Missing Person records remain on file varies. All records remain active until the entering agency initiates a cancel transaction based on information concerning the whereabouts of the missing person. The only exceptions to this process are Accident Victim and Incarcerated Person records, which are purged 7 days after being entered in the Missing Persons File.
- B. PURGE NOTIFICATION OF THE ENTERING TERMINAL -- Your agency will receive notification of records purged by LEADS twice during the year along with your agency's validation listing.
- C. RETRIEVING PURGED RECORDS -- Once a record has been purged, it cannot be retrieved by on-line inquiry. It can, however, be retrieved by the LEADS Staff, using the permanent, off-line history file.
- D. RE-ENTRY OF PURGED RECORDS -- If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line computer file, the ORA may re-enter the purged record. Re-entry is done by exactly the same procedure as an original entry.

في ضوء ما سبق، يمكن القول بأن المجتمع الأردني يشهد تحولات كبيرة في هياكله الاجتماعية والاقتصادية. هذه التحولات تتطلب من الباحثين وعلماء الاجتماع أن يركزوا على دراسة التغيرات في الأدوار الاجتماعية، وأنماط التفاعل، والقيم السائدة. كما يجب أن تولي الأهمية للتحديات التي تواجهها هذه المجتمعات في ظل هذه التغيرات، مثل البطالة، والفقر، والتفاوت الاجتماعي. من أجل فهم أعمق لهذه التغيرات، يجب على الباحثين أن يتبنوا نهجاً متعدد التخصصات، يجمع بين العلوم الاجتماعية، والعلوم الطبيعية، والعلوم الإنسانية.

في الختام، فإن دراسة المجتمع الأردني في ضوء التغيرات الاجتماعية والاقتصادية هي دراسة حيوية لفهم واقعنا المعاصر. من خلال البحث العلمي، يمكننا أن نحصل على رؤى جديدة حول هذه التغيرات، وأن نواجه التحديات التي تواجهها هذه المجتمعات. إننا نأمل أن تكون هذه الدراسة قد ساهمت في إثراء المعرفة حول هذه الموضوعات.

أخيراً، نود أن نشكر القائمين على هذا المشروع، والذين ساهموا في جعل هذه الدراسة ممكنة. كما نود أن نشكر القراء، الذين ساهموا في إثراء هذه الدراسة بملاحظاتهم ونقدهم البناء. إننا نأمل أن تكون هذه الدراسة قد ساهمت في إثراء المعرفة حول هذه الموضوعات.

في الختام، فإن دراسة المجتمع الأردني في ضوء التغيرات الاجتماعية والاقتصادية هي دراسة حيوية لفهم واقعنا المعاصر. من خلال البحث العلمي، يمكننا أن نحصل على رؤى جديدة حول هذه التغيرات، وأن نواجه التحديات التي تواجهها هذه المجتمعات. إننا نأمل أن تكون هذه الدراسة قد ساهمت في إثراء المعرفة حول هذه الموضوعات.



XIII. SUPPLEMENTAL DENTAL RECORD

The NCIC Missing Persons File has been expanded to include dental characteristics for matching purposes against records in the NCIC Unidentified Person File. The entry of a Supplemental Dental record to a Missing Person record will cause a cross-search of dental characteristics of all Unidentified Persons records.

A. AUTOMATED BROADCAST MESSAGE

A Missing Person record that is in the system for 30 days or more REQUIRES that a Supplemental Dental record be entered. Periodically, the entering agency may receive an automated broadcast message similar to the one shown below.

3CDC 062086 06.30.20.CDC .

MSG NR:CDC - 001

PD CITY IL

ATTN: LEADS SUPERVISOR

THE MISSING PERSON RECORD/S LISTED IN THIS MESSAGE HAVE BEEN IN THE ILLINOIS LEADS SYSTEM FOR AT LEAST 30 DAYS.

ACCORDING TO LEADS POLICY YOUR AGENCY IS NOW REQUIRED TO VALIDATE THIS RECORD.

ACCORDING TO ILLINOIS LAW (CH. 38, NEW PAR. 206-9) YOUR AGENCY MUST NOW MAKE EVERY EFFORT TO OBTAIN DENTAL DATA ON THE MISSING PERSON. UPON RECEIPT OF THIS DENTAL DATA, YOUR AGENCY IS REQUIRED TO ENTER THE DENTAL DATA AS PART OF THE MISSING PERSON RECORD. FOR PROPER PROCEDURES AND DETAILED INSTRUCTIONS SEE SECTION XIII. OF CHAPTER 9B MISSING PERSONS IN THE LEADS REFERENCE MANUAL.

THE I-SEARCH PROGRAM STRONGLY ENCOURAGES ALL LAW ENFORCEMENT AGENCIES TO SUBMIT PHOTOGRAPHS AND INFORMATION ON MISSING CHILDREN FOR PUBLICATION IN THE I-SEARCH BULLETIN. SEND PHOTOGRAPHS, INFORMATION, AND SIGNED RELEASES (SEE LHR.MPERS 10-13) TO:

I-SEARCH  
200 ARMORY BUILDING  
SPRINGFIELD, ILLINOIS 62706

LEADS NO.	OCA	DATE ENTERED
M/8612345	79-089	052186

ISP LEADS/HOT FILES STAFF SPRINGFIELD IL AUTH: LEADS ADMINISTRATOR

## XIII.A. AUTOMATED BROADCAST MESSAGE (Continued)

You may receive a message like the one on the previous page listing as many as 10 records. You will receive the message until requirements are met or until the records are no longer active.

The dental characteristics of the person in question will be determined from the "Missing Person Dental Report" which should be completed by a dentist or forensic odontologist. A copy of this form is shown on page MPERS-103.

After a Supplemental Dental Record has been attached to a Missing Person base record, it can be modified or cancelled. When a Missing Person base record is cancelled, all supplemental information is cancelled as well.

- B. RESPONSE EXAMPLE -- The following example shows a positive response from NCIC to a "Physical Descriptor Inquiry". (Identifiers used in inquiry include AGE, SEX, RAC, HGT, WGT, EYE, and HAI.) The first record in the response shows that a Supplemental Dental Record has been attached to the base record.

1001NCIC RESPONSE

IL0849600

NCIC HAS 0123 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.

MKE/MISSING PERSON - DISABILITY

ORI/DCFBIWA00 NAM/JONES, JASON J SEX/M RAC/W POB/PA DOB/010149 HGT/511  
WGT/145 EYE/BRO HAI/BRO

NIC/M107649846

SMT/SC UL ARM SOC/211440001 MNP/MP DLC/071879 OCA/123

MIS/LSW GRN SLACKS, WHI PULLOVER, BLK WINGTIPS SIZE 10D, SCAR IS 4  
INCHES, CREWCUT HAIR, RIGHTHANDED, VRX FOR LEFT EYE IS OS-12D

50E-D25X120 D5 DEG BASE DOWN

NIC/M107649846

1002NCIC RESPONSE

IL0849600

ORI IS FBI HEADQUARTERS WASHINGTON DC

BLT/APOS CRC/U FPA/N BXR/F

VRX/OD-12DOOE-D25X140 D5 DEGREES BASE UP

JWT/AB BB KC CU

JWL/BELT BUCKLE IS IN THE SHAPE OF A GUN, 4 KEYS ON CHAIN

SMT/SC R LEG SC L LEG SC R ARM BLIND ART L ARM

SC FACE HEAR AID HARELIP



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XIII.B. RESPONSE EXAMPLE (Continued)

DENTAL CHARACTERISTICS									
DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES									
TOOTH STAT		RSTRNS/CARIES					APPL OTHER CHAR		
		M	O	D	B	L			
	1	A							
	2		1	1				GH	
A	4		1						
E	8				2				
	16	A							
	17	X							
M	22							ACO	
O	24							BDP	
P	25						F		
Q	26	A					C	CPA	
R	27						F		
S	28								
	30							DAO	
	31				1				
	32	A						PAC	

NIC/M107649846

1003NCIC RESPONSE  
IL0849600  
MKE/MISSING PERSON - INVOLUNTARY  
ORI/MD1012699 NAM/THOMAS,TOM SEX/M RAC/W POB/TX DOB/060647 HGT/509  
WGT/153 EYE/BRO HAI/BRO SKN/FAR  
NIC/M107650007  
SMT/TAT L LEG FPC/PMPICI14151617181920 SOC/211440001 MNP/MP  
DLC/052983 OCA/TEST CASE  
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULLOVER SHIRT, LEFTHANDED,  
SMOKES WINSTONS  
NIC/M107650007  
ORI IS ANY CITY PD MD  
LIC/182736 LIS/MD LIY/86 LIT/PC  
VIN/ 1Q87H2N100001 VYR/72 VMA/CHEV VMO/CAM VST/2T VCO/BLK  
NIC/M107650007

1L04NCIC RESPONSE  
IL0849600  
M107649846 090 M107650007 090 M123456301 090 M123456401 090  
M104545687 090 M123456202 090 M123456302 090 M123456402 090  
M987654321 085 M123456203 085 M123456303 083 M123456403 080  
M987654323 075 M123456204 075 M123456304 075 M123456404 075  
M987654343 060 M123456205 057 M123456305 057 M123456405 057



## XIII.B. RESPONSE EXAMPLE (Continued)

NOTE: The Dental Characteristics Field describes the status of each tooth, any fillings or cavities, whether a tooth has been repaired, replaced by dentures, or has any other characteristics. See the information below and on the following page for a description of the codes that are used to code the DCH Field in a Supplemental Dental entry that is appended to a Missing Person base record.

If the code letters "ALL" are placed in the DCH Field, the NCIC computer will translate it to the following response:

"ALL 32 PERMANENT TEETH ARE PRESENT; NO TEETH  
ARE DECAYED; NO TEETH HAVE BEEN RESTORED;  
AND THERE ARE NO UNUSUAL CHARACTERISTICS."

If the code letters "UNK" are placed in the DCH Field, the NCIC computer will translate it to the following response:

"DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE."

### Dental Characteristics (DCH) Codes and Edits

1. If the code "ALL" or "UNK" is not entered, the only valid codes must begin with the numerics 001 through 256. These codes must be followed by a slash, e.g., 001/.
2. If the three numerics are 001 through 003, 014 through 019, or 030 through 032, only one of the following alphabetic characters may follow the slash: A, F, G, I, P, or X. For example: 003/A.
3. If the three numerics are 004 through 013 or 020 through 029, only one of the following alphabetic characters may follow the slash: A, D, E, F, G, I, P, or X.
4. If the code X (for information not available) is entered or modified into DCH Field as a status for a tooth, i.e., an X following the codes 001/ through 032/, none of the restorations/caries, removable appliances, or other characteristics codes for the tooth may be entered. For example, if the code 003/X is entered, codes beginning with the numerics 035/, 067/, 099/, 131/, 163/, 195/, and 227/ will be rejected with the message "REJ FLD ERR DCH".

## XIII.B. RESPONSE EXAMPLE (Continued)

### Dental Characteristics (DCH) Codes and Edits (Continued)

5. If a record already on file has restoration/caries, removable appliances, and/or other characteristics codes for a tooth and the entering agency modifies the status of the tooth to the code X, the modification message must also delete any other code already on file for the tooth or the modification message will be rejected. For example, if a record on file has the code 099/1 and a modification message contains the code 003/X, if the modification message does not also contain the code 099/ (comma or period), the modification message will be rejected.

The only exceptions are:

- a) If the code 001/X is entered, the code 225/ (followed by any "other characteristics" code valid for 225) may be entered.
  - b) If the code 017/X is entered, the code 241/ (followed by any "other characteristics" code valid for 241) may be entered.
6. If the three numerics are 033 through 192, only one numeric character (0 through 9) may follow the slash. For example: 073/0, 125/3, and 192/9.
  7. If the ORI of the record enters 193/H, I, or J and any of the codes 001 through 016, any number 001 through 016 must be followed by the alphabetic A or P, if not A or P, the message will be rejected. The user is required to correct the status codes 001 through 016 if the DCH is modified to delete the 193/H, I, or J.
  8. If the three numerics are 194 through 208 or 210 through 224, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, or G.
  9. If the three numerics are 209, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, G, H, I, or J. If 209/H, 209/I, or 209/J is entered to indicate a full lower denture, the computer will automatically code the status of each of the lower teeth as missing. That is, it will insert the codes 017 through 032 followed by the alphabetic A (missing). For example: 017/A, 018/A, 019/A, etc. If the ORI of the record enters 209/H, I, or J and any of the codes 017 through 032, any number 017 through 032 must be followed by the alphabetic A or P; if not A or P, the message will be rejected. The user is required to correct the status codes 017 through 032 if the DCH Field is modified to delete the 209/H, I, or J.
  10. If the three numerics are 225 through 256, a maximum of three characters may follow the slash. Each character may be used only once within a code. For example: 230/AA, 241/IKI, and 253/33 are invalid. Additionally, any combination of alphabetics which includes both the alphabetic A and B is invalid. For example: 230/AB, 241/BAC, and 249/ARB are invalid. Any combination of alphabetics which includes both the alphabetic C and D is invalid. For example: 225/CD, 248/DAC, and 256/CTD are invalid. Any combination of alphabetics which includes both the alphabetic O and P is invalid. For example: 227/AOP, 243/ODP, and 253/PQO.



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## XIII.B. RESPONSE EXAMPLE (Continued)

The following list shows the alphabetic characters which are valid for each of numerics 225 through 256. Either the alphabetic O or numeric Ø may be entered.  
If the alphabetic O is entered, it will be converted to a Ø.

<u>Three Numerics</u>	<u>Valid Characters</u>
225	A B C D E F G H I J L M N O P Q R S T U V W X Y Z 3 4
226	A B C D E F G H I J L M O P S T U V W Y 3 4
227	A B C D E F G H I J L M O P S T U V W Y 3 4
228	A B C D E F G H I J L M O P S T U V W Y 3 4
229	A B C D E F G H I J L M N O P S T U V W Y 3 4
230	A B C D E F G H I J L M N O P S T U V W Y 3 4
231	A B C D E F G H I J K L M N O P S T U V W Y 3 4
232	A B C D E F G H I J K L M N O P S T U V W Y 3 4
233	A B C D E F G H I J K L M N O P S T U V W Y 3 4
234	A B C D E F G H I J K L M N O P S T U V W Y 3 4
235	A B C D E F G H I J L M N O P S T U V W Y 3 4
236	A B C D E F G H I J L M N O P S T U V W Y 3 4
237	A B C D E F G H I J L M O P S T U V W Y 3 4
238	A B C D E F G H I J L M O P S T U V W Y 3 4
239	A B C D E F G H I J L M O P S T U V W Y 3 4
240	A B C D E F G H I J L M O P S T U V W Y 3 4
241	A B C D E F G H I J L M O P Q R S T U V W X Y Z 3 4
242	A B C D E F G H I J L M O P S T U V W Y 3 4
243	A B C D E F G H I J L M O P S T U V W Y 3 4
244	A B C D E F G H I J L M O P S T U V W Y 3 4
245	A B C D E F G H I J L M N O P S T U V W Y 3 4
246	A B C D E F G H I J L M N O P S T U V W Y 3 4
247	A B C D E F G H I J K L M N O P S T U V W Y 3 4
248	A B C D E F G H I J K L M N O P S T U V W Y 3 4
249	A B C D E F G H I J K L M N O P S T U V W Y 3 4
250	A B C D E F G H I J K L M N O P S T U V W Y 3 4
251	A B C D E F G H I J L M N O P S T U V W Y 3 4
252	A B C D E F G H I J L M N O P S T U V W Y 3 4
253	A B C D E F G H I J L M O P S T U V W Y 3 4
254	A B C D E F G H I J L M O P S T U V W Y 3 4
255	A B C D E F G H I J L M O P S T U V W Y 3 4
256	A B C D E F G H I J L M O P S T U V W Y 3 4



## XIII. SUPPLEMENTAL DENTAL RECORD (Continued)

- C. ENTERING -- The entry of dental data to a Missing Person record, which will cause a search of all Unidentified Person records, may be made only by the agency that entered the base record and must be entered by free-form; there is no format. The message key is "LNED".

Data must be entered in the fields in the following sequence:

MKE.NIC.OCA.DXR.MPA.DRE.DCH.

EXAMPLE ENTRY: LNED.NIC/M123456789.OCA/M8612345.Y.N.INDIVIDUAL HAS NUMEROUS  
CARIES. 001/A,016/A,017/P,037/9,042/O,045/O,066/O,070/9,072/9,  
086/O,087/1,089/1,090/9,100/9,103/6.

The above entry shows the Message Key (LNED), two record identifiers (NIC and OCA), a code in the DXR Field meaning X-rays are available, a code in the MPA Field meaning models and/or photos are not available, remarks made by the dentist in the DRE Field, and detailed description of each tooth in the DCH Field.

EXAMPLE ACKNOWLEDGMENT -- If the NCIC computer accepts your entry, you will receive an acknowledgment similar to the one shown below for the EXAMPLE ENTRY.

1L01 NCIC RESPONSE

IL08496T4

ENTRY DENTAL DATA NIC/M123456789 OCA/M8612345

If your enter message is not accepted, you will receive a negative response.

The following pages, MPERS-100 through -109 are forms, a letter, and coding instructions to be supplied to a dentist or forensic odontologist. A copy of these forms should be supplied to the dentist.

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## SUPPLEMENTAL DENTAL RECORD FIELD DESCRIPTIONS AND CODES TABLE

NAME	CODE	NO. OF POSITIONS	CHARACTER TYPE(S) ALLOWED	PURPOSE & USAGE
Message Key	MKE	4	Alphabetic codes	To indicate whether you are entering, modifying, or cancelling the record.
NCIC Number	NIC	10	M and all numerics	To identify a specific record in the NCIC Missing Person File.
Originating Authority's Case Number	OCA	8	M and all numerics	To identify a specific record in the NCIC Missing Person File.
Dental X-Rays Available	DXR	1	Special alphabetic characters	To indicate whether dental x-rays are available for the individual for whom the entry is being made.
Dental Models and/or Photographs of Teeth Available	MPA	1	Special alphabetic characters	To indicate whether models and/or photographs of the individual's teeth are available at time of entry.
Dentist's Remarks	DRE	Up to 50	Free-text alpha/ numerics and symbols	Allows remarks made by the dentist in regard to the teeth of the individual, i.e., numerous caries, abscesses, etc.
Dental Characteristics	DCH	Up to 1,599	Specific alpha/ numeric codes, the slash (/), and code letters "ALL" or "UNK"	Allows a detailed description of the presence or absence of the individual's teeth, their condition, and any other characteristics which could be used for identification.

---

## ALLOWABLE DATA & EDITS

---

Must be LNED (enter), LNMD (modify), or LNXD (cancel).

---

Must be prefix (NIC/) and NIC Number of base record to which the dental supplement will be appended.

---

Must be prefix (OCA/) and LEADS Number of base record to which the dental supplement will be appended.

---

Must be one of the following codes: Y (x-rays are available)  
N (x-rays are not available)

---

Must be one of the following codes: Y (models and/or photos are available)  
N (models and/or photos are not available)

---

— Any data that is available.

---

May contain a maximum of 256 codes consisting of three numerics followed by a slash (/) and: a) one alphabetic character, b) one numeric character, or c) one to three characters. The only exceptions are that the code "ALL" or "UNK" only will be permitted in the DCH Field. If one of these codes is entered, no additional information may be entered.

When codes are entered into the DCH Field, each one must be separated by a comma with the exception of the last code, which must be followed by a period.

See pages MPERS-94 through -96 for a description of the codes to be used to code the DCH Field.



DENTAL HISTORY INFORMATION

\_\_\_\_\_  
Missing Person's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Investigating Agency's Name

\_\_\_\_\_  
Agency Case Number

\_\_\_\_\_  
Investigating Officer's Name

\_\_\_\_\_  
The information requested on these forms will be used to assist in the identification process. Your cooperation in completing these forms is appreciated.

AUTHORIZATION TO RELEASE DENTAL RECORDS

I am the parent/legal guardian/next of kin of the above-named missing person and I hereby authorize the release of medical records to assist criminal justice agencies in locating the missing person.

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Next of Kin

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Telephone Number

Dear Doctor:

Since it is believed that you have treated the patient named on the preceding page, your assistance is requested. Your careful attention to the enclosed dental report may aid in the eventual identification of your patient who has been reported missing.

The dental report is extremely comprehensive and yet simple to use once you understand the instructions. It has been designed so that dental data can be entered into a national computer, The National Crime Information Center (NCIC), for comparison with the dental data of unidentified individuals.

Certain simplifications have been made in terminology. The report is not intended to be a clinical profile or to provide a clinical diagnosis; but rather it is a "pointer system" for matching distinguishing features. If there are no distinguishing features for a tooth, the tooth is not coded on the report. All tooth numbers in the coding report rules refer to the Universal System. Dentists employing other systems may do so because the report will automatically accept such systems.

#### General Procedures for Coding the Report

Consult your models, radiographs, and records and:

1. Report the status of each tooth in the Status Column (boxes 001 through 032) using the Status Column Codes and Coding Rules.

Note: A partial report should be prepared if you do not have all teeth charted in your records.

2. Report all existing restorations (by surface) in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Column Codes and Coding Rules.
3. Report all caries by surface in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Code nine as explained in Code and Material Description.
4. Report all fixed prosthetic appliances in the Restoration/Caries Columns (boxes 033 through 192) using Restoration/Caries Column Codes and Coding Rules.
5. Report all removable appliances in the Removable Appliances Column (boxes 193 through 224) using the Removable Appliances Column Codes and Coding Rules. Note that abutment teeth retaining partial dentures and the type of attachments are also reported in the Removable Appliances Column.
6. Report any unusual/unique features in the Other Characteristics Column (boxes 225 through 256) using the other Characteristics Column Codes and coding rules.

Completion of the dental report should not take more than a few minutes under most circumstances. Thank you for your careful completion of this report form. Please be sure to retain all dental records on the missing person for future comparison purposes. If you desire, release them to parent(s) and/or investigating agency. The family and friends of your patient are extremely grateful.

If you have any questions regarding the reporting of a condition, please contact Illinois State Police/LEADS User Services at (217) 782-4155.



# MISSING PERSON DENTAL REPORT

TODAY'S DATE \_\_\_\_\_  
 PATIENT'S NAME \_\_\_\_\_  
 DATE OF LAST TREATMENT \_\_\_\_\_  
 CHARTING DENTIST'S NAME \_\_\_\_\_  
 CHARTING DENTIST'S ADDRESS \_\_\_\_\_  
 CHARTING DENTIST'S TELEPHONE NUMBER \_\_\_\_\_  
 DENTIST'S REMARKS \_\_\_\_\_

X-RAYS AVAILABLE? YES ☐ NO ☐  
 DATE LAST X-RAYS WERE TAKEN \_\_\_\_\_  
 DENTAL MODELS AVAILABLE? YES ☐ NO ☐  
 PHOTOGRAPHS OF TEETH AVAILABLE?  
 YES ☐ NO ☐

( ATTACH ADDITIONAL  
SHEETS IF NECESSARY )

		FEDERATION DENTAIRE INTERNATIONALE (FDI)	DECIDUOUS	UNIVERSAL PERMANENT	STATUS	RESTORATION / CARIES					REMOVABLE APPLIANCES	OTHER CHARACTERISTICS
						MESIAL	OCCLUSAL	DISTAL	BUCCAL	LINGUAL		
UPPER RIGHT	THIRD MOLAR	18		1	001/	033/	065/	097/	129/	161/	193/	225/
	SECOND MOLAR	17		2	002/	034/	066/	098/	130/	162/	194/	226/
	FIRST MOLAR	16		3	003/	035/	067/	099/	131/	163/	195/	227/
	SECOND BICUSPID	15	A	4	004/	036/	068/	100/	132/	164/	196/	228/
	FIRST BICUSPID	14	B	5	005/	037/	069/	101/	133/	165/	197/	229/
UPPER LEFT	CUSPID	13	C	6	006/	038/	070/	102/	134/	166/	198/	230/
	LATERAL INCISOR	12	D	7	007/	039/	071/	103/	135/	167/	199/	231/
	CENTRAL INCISOR	11	E	8	008/	040/	072/	104/	136/	168/	200/	232/
	CENTRAL INCISOR	21	F	9	009/	041/	073/	105/	137/	169/	201/	233/
	LATERAL INCISOR	22	G	10	010/	042/	074/	106/	138/	170/	202/	234/
LOWER LEFT	CUSPID	23	H	11	011/	043/	075/	107/	139/	171/	203/	235/
	FIRST BICUSPID	24	I	12	012/	044/	076/	108/	140/	172/	204/	236/
	SECOND BICUSPID	25	J	13	013/	045/	077/	109/	141/	173/	205/	237/
	FIRST MOLAR	26		14	014/	046/	078/	110/	142/	174/	206/	238/
	SECOND MOLAR	27		15	015/	047/	079/	111/	143/	175/	207/	239/
LOWER RIGHT	THIRD MOLAR	28		16	016/	048/	080/	112/	144/	176/	208/	240/
	THIRD MOLAR	38		17	017/	049/	081/	113/	145/	177/	209/	241/
	SECOND MOLAR	37		18	018/	050/	082/	114/	146/	178/	210/	242/
	FIRST MOLAR	36		19	019/	051/	083/	115/	147/	179/	211/	243/
	SECOND BICUSPID	35	K	20	020/	052/	084/	116/	148/	180/	212/	244/
	FIRST BICUSPID	34	L	21	021/	053/	085/	117/	149/	181/	213/	245/
	CUSPID	33	M	22	022/	054/	086/	118/	150/	182/	214/	246/
	LATERAL INCISOR	32	N	23	023/	055/	087/	119/	151/	183/	215/	247/
	CENTRAL INCISOR	31	O	24	024/	056/	088/	120/	152/	184/	216/	248/
	CENTRAL INCISOR	41	P	25	025/	057/	089/	121/	153/	185/	217/	249/
	LATERAL INCISOR	42	Q	26	026/	058/	090/	122/	154/	186/	218/	250/
	CUSPID	43	R	27	027/	059/	091/	123/	155/	187/	219/	251/
	FIRST BICUSPID	44	S	28	028/	060/	092/	124/	156/	188/	220/	252/
	SECOND BICUSPID	45	T	29	029/	061/	093/	125/	157/	189/	221/	253/
	FIRST MOLAR	46		30	030/	062/	094/	126/	158/	190/	222/	254/
	SECOND MOLAR	47		31	031/	063/	095/	127/	159/	191/	223/	255/
	THIRD MOLAR	48		32	032/	064/	096/	128/	160/	192/	224/	256/

☐ DENTIST — CHECK HERE IF ALL 32 TEETH  
ARE PRESENT WITHOUT DECAY,  
RESTORATION, OR ANY UNUSUAL  
CHARACTERISTICS. (TERMINAL OPERATOR —  
ENTER THE CODE ALL IN THE DCH FIELD.)

☐ DENTIST — CHECK HERE IF INFORMATION  
IS NOT AVAILABLE FOR CODING THE  
ABOVE CHART. (TERMINAL OPERATOR —  
ENTER THE CODE UNK IN THE DCH FIELD.)

## STATUS COLUMN CODES

(For use in boxes 001 through 032)

### Code and Description

- A - Missing, closed socket (healed)
- P - Missing, open socket (not healed)
- D - Deciduous with permanent successor present
- E - Deciduous without permanent successor present (verified by X-ray film)
- F - Fractured or decayed at gingiva (crown not present)
- G - Tooth apparently prepared but not restored
- I - Impacted/incompletely erupted
- X - Information not available

## STATUS COLUMN CODING RULES

1. A report should be prepared even if you do not have information available on all teeth. Use code X for teeth where no information is available.
2. Only one of the above codes may be used for a tooth.
3. If none of the above codes describe the status of a given tooth, leave the status box for that tooth blank (not coded).
4. Unerupted teeth should not be coded as missing if evident in X-ray films.
5. Use the code D when a deciduous tooth is present, no X-ray films are available to determine whether the permanent successor is present, and it is believed that the permanent successor will follow in a normal progression. Code E should be employed only when there is X-ray confirmation.
6. If a deciduous tooth has been prepared but not restored, enter the code G.
7. Unusual mixed dentition arrangements should be noted under "Dentist's Remarks" on the dental report.



### Restoration/Caries Columns Codes

(For use in boxes 033 through 192)

#### Code and Material Description

- 0 - Temporary type filling (cement, etc.)
- 1 - Amalgam
- 2 - Gold, other types of cast metal, or gold foil
- 3 - Acrylic/composite/bonded composite or veneer
- 4 - Porcelain fused to metal crown, porcelain fused to metal pontic, or all porcelain crown
- 5 - Any combination of 0, 1, 2, 3, and 4 above, for any one surface
- 6 - Stainless steel crown
- 7 - Temporary crown (acrylic, aluminum, etc.)
- 8 - Not identifiable, not recorded, or not remembered
- 9 - Caries (decay) Note: Use this code only when a tooth surface has caries and no restoration

#### Restoration/Caries Columns Coding Rules

1. Tooth restorations are coded by indicating the restoration material(s) present on those surfaces which have been restored. For example, if the upper right first molar (tooth #3) has only one amalgam restoration on the occlusal surface, code 1 should be entered in the box having the number 067/ (occlusal surface). The other restoration/caries boxes for tooth #3 should be left blank. For example:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER	
									APPL.	CHAR.
FIRST MOLAR	16	3	003/	035/	067/ 1	099/	131/	163/	195/	227/

2. Only one of the restoration/caries codes may be used in a box. If a tooth surface has two different restoration materials, e.g., amalgam and composite, enter code 5 for the appropriate surface.
3. If a tooth surface has both a restoration and caries, only the restoration should be coded. Code 9 should be used only when a tooth surface has caries and no restoration.
4. When the surfaces of a tooth have been replaced by a crown, all replaced tooth surfaces must be coded. For example, if the lower right first molar (tooth #30) has a stainless steel crown, restoration code 6 would be entered on all five surfaces:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER	
									APPL.	CHAR.
FIRST MOLAR	46	30	030/	062/ 6	094/ 6	126/ 6	158/ 6	190/ 6	222/	254/



A combination of the restoration codes may be used in situations when porcelain has been fused to some, but not all, surfaces of a crown for aesthetic purposes. For example, a crown on the upper right cuspid (tooth #6) having porcelain fused to all surfaces except the lingual would be coded as follows:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER	
									APPL.	CHAR.
CUSPID	13	C	6	006/	038/ 4	070/ 4	102/ 4	134/ 4	166/ 2	198/ 230/

A combination of codes may be used to indicate that a crown has a plastic veneer on less than all surfaces. For example, a metal crown on the upper left second bicuspid (tooth #13) having a plastic veneer on only the buccal surface would be coded as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER	
									APPL.	CHAR.
SECOND BICUSPID	25	J	13	013/	045/ 2	077/ 2	109/ 2	141/ 3	173/ 2	205/ 237/

NOTE: The incisal surface of an anterior crown should be considered the occlusal surface.

- Pontics on a fixed bridge should be described in the Restoration/Caries Columns. For example, if the upper left first molar (tooth #14) is replaced by a porcelain fused to metal pontic, the restoration code 4 should be entered for all five tooth surfaces as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER	
									APPL.	CHAR.
FIRST MOLAR	26		14	014/ A	046/ 4	078/ 4	110/ 4	142/ 4	174/ 4	206/ 238/

If the pontic is all metal, then code 2 (instead of 4) should be entered for all five surfaces.

If there are fewer pontics than the number of teeth missing, the pontics shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a fixed bridge spanning from tooth #2 to tooth #6 has only two pontics, the pontics are marked for teeth #3 and #4.

- When charting from X-ray films, if a restoration cannot be determined to be either buccal or lingual, it shall be considered buccal.
- When charting from X-ray films, if the buccal surface material of a crown or pontic is indeterminable, the buccal surface shall be charted using code 8, not identifiable, not recorded, or not remembered.
- When charting from X-ray films, if the nature of a metallic material is indeterminable, it shall be charted as code 8 in the appropriate tooth surface box.

## Removable Appliances Column Codes

(For use in boxes 193 through 224)

### Code and Description

- A - Natural tooth replaced by acrylic tooth on acrylic partial denture (e.g., "flippers", etc.)
- B - Natural tooth replaced by acrylic tooth on metal frame partial denture
- C - Natural tooth replaced by porcelain tooth on acrylic partial denture
- D - Natural tooth replaced by porcelain tooth on metal frame partial denture
- E - Natural tooth replaced by metal tooth on metal frame partial denture
- F - Abutment tooth retaining partial denture, simple clasps (I-Bars, etc.)
- G - Abutment tooth retaining a partial denture with precision or semiprecision attachments
- H - Full dentures, upper or lower, all acrylic teeth (See Rule 4)
- I - Full dentures, upper or lower, all porcelain teeth (See Rule 4)
- J - Full dentures, upper or lower, combinations of porcelain, acrylic, and cutter bar teeth (See Rule 4)

### Removable Appliances Column Coding Rules

1. If a person has a partial denture, all missing teeth should be coded as such in the Status Column using the status code A (missing, closed socket) or P (missing, open socket). Each replacement tooth should be described in the Removable Appliances Column using the appropriate code A through E. Note that the natural teeth retaining the partial denture should be coded in the Removable Appliances Column using the code F and/or G.
2. The above removable appliances codes should be used to describe each replacement tooth on a removable denture. NOTE: Pontics on a fixed bridge are coded in the Restoration/Caries Columns, not in the Removable Appliances Column.
3. If there are fewer replacement teeth than the number of teeth missing, the replacement teeth shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a partial denture spanning from tooth #2 to tooth #6 has only two replacement teeth, the replacement teeth are marked for teeth #3 and #4.
4. Full dentures are charted using the removable appliances codes H, I, or J in box 193 for a full upper denture and/or box 209 for a full lower denture. If a full upper and/or full lower denture is present, it is not necessary to indicate that the teeth are missing in the Status Column. For example, if an upper denture is present, the status boxes numbered 001 through 016 (for teeth #1 through #16) should be left blank and the code H, I, or J should be entered in the removable appliances box 193. The computer will automatically code the Status Column of the appropriate upper and/or lower teeth as missing when the code H, I, or J is entered in the Removable Appliances Column in box 193 for upper and/or box 209 for lower.
5. In the rare case when a unique situation exists which is not covered above, please describe the situation under "Dentist's Remarks" on the dental chart.



## Other Characteristics Column Codes

(For use in boxes 225 through 256)

### Code and Description

- A - Tilted mesially
- B - Tilted distally
- C - Tilted buccally, including protruding anterior teeth
- D - Tilted lingually or palatally
- E - Root canal therapy completed
- F - Root canal therapy not completed
- G - Metal post in canal or retentive pins
- H - Rotated
- I - Supernumerary tooth
- J - Retained root tip
- K - Shovel-shaped incisor
- L - Retained amalgam or metal fragments imbedded in tissue adjacent to the affected tooth or tooth vicinity (e.g., amalgam tattoo)
- M - Overhang of restoration at gingival margin
- N - Diastema
- O - Orthodontic band on tooth
- P - Orthodontic bracket bonded to tooth
- Q - Functional appliances, e.g., bionator and palate expander, etc.
- R - Orthodontic arch wire
- S - Excessive wear due to tooth brushing
- T - Excessive occlusal wear (Bruxism)
- U - Severe bone loss, soft tissue pocketing, or recession
- V - Periapical pathology (granuloma, cyst, etc.)
- W - Intrinsic staining, e.g., mottling, tetracycline, etc.)
- X - Torus mandibularis or palatinus (other exostosis)
- Y - Blade implant or individual tooth implant (metal, ceramic, etc.)
- Z - Implant, subperiosteal
- 3 - Surgically placed wires, e.g., fracture repair procedures
- 4 - Chipped

### Other Characteristics Column Coding Rules

1. A maximum of three of the above codes may be used in the Other Characteristics box for a tooth. If more than three of the above characteristics apply to one tooth, chart the three most unique characteristics.
2. If a supernumerary tooth is present, record in the box corresponding to the closest tooth. If necessary, describe further under "Dentist's Remarks" on the dental chart.
3. The code N (Diastema) should be entered in the boxes for the teeth between which the space is present. For example, if teeth #7, #8, #9, and #10 are separated by spaces, the code N would be entered in the other characteristics box for teeth #7, #8, #9, and #10 (boxes 231, 232, 233, and 234).
4. Describe a chipped tooth under "Dentist's Remarks" on the dental chart.



5. Describe unusual positions of the teeth employing codes A, B, C, and D. If necessary, further descriptions of malocclusions may be listed under "Dentist's Remarks" on the dental chart.
6. The functional appliances code Q may be used only in box 225 (for an upper appliance) or box 241 (for a lower appliance).
7. The code R (orthodontic arch wire) may be used in box 225 and 241 only. An R in box 225 indicates an arch wire on the upper teeth and an R in box 241 indicates an arch wire on the lower teeth.
8. Obvious periodontal defects which would aid in identification should be recorded using code U in the box corresponding to the involved tooth or teeth. Additional clarifying descriptions should be included under "Dentist's Remarks" on the dental chart.
9. The code X (torus mandibularis or palatinus) may be used in box 225 and 241 only. An X in box 225 indicates torus palatinus and an X in box 241 indicates torus mandibularis.
10. The subperiosteal implant code Z may be used only in box 225 (for an upper implant) and box 241 (for a lower implant). The position of the post on a subperiosteal implant is not recorded.
11. When using the code Y for a blade implant, the Y is used to identify the location of the post. For example, teeth #30, #31, and #32 are missing. A blade is implanted and the post of the blade protrudes from the gingiva nearest the space previously occupied by natural tooth #31. The code Y would therefore be entered in the other characteristics box for tooth #31 (box 255). If a fixed bridge is made with porcelain fused to metal crowns for teeth #28 and #29, a porcelain fused to metal pontic for the missing tooth #30, and a full metal crown for the missing tooth #31, the dental chart for teeth #28 through #32 would appear as follows:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV.	OTHER
FIRST BICUSPID	44	S	28	028/	060/ 4	092/ 4	124/ 4	156/ 4	188/ 4	220/ 252/
SECOND BICUSPID	45	T	29	029/	061/ 4	093/ 4	125/ 4	157/ 4	189/ 4	221/ 253/
FIRST MOLAR	46		30	030/ A	062/ 4	094/ 4	126/ 4	158/ 4	190/ 4	222/ 254/
SECOND MOLAR	47		31	031/ A	063/ 2	095/ 2	127/ 2	159/ 2	191/ 2	223/ 255/ Y
THIRD MOLAR	48		32	032/ A	064/	096/	128/	160/	192/	224/ 256/

# Illinois LEADS Reference Manual

501 Armory Building • Springfield, IL 62706

MISSING PERSONS (9B)

## XIII. SUPPLEMENTAL DENTAL RECORD (Continued)

- D. MODIFYING -- A Supplemental Dental Record can be modified by the entering agency using free-form. The modify message key is "LNMD". The two required identifiers are the NIC Number and the OCA. The data in the DXR and MPA Fields may be changed, but not deleted. You may add, change, or delete the information in the DRE Field. You may enter, change, or delete any of the 256 codes of the DCH Field. To delete a code, enter a comma (or period) after the slash. The DCH Field cannot be modified to delete all codes.

EXAMPLE MODIFY: LNMD.NIC/M123456789.OCA/M8612345.DCH/016/P,136/.

The modify message above shows the Message Key, two record identifiers (NIC and OCA), and data (016/P,136) being deleted from the DCH Field.

EXAMPLE ACKNOWLEDGMENT -- If the NCIC computer accepts your modify message, you will receive an acknowledgment similar to the one shown below for the EXAMPLE MODIFY.

IL08496T4

MODIFY DENTAL DATA NIC/M123456789 OCA/M8612345.

If your modify message is not accepted, you will receive a negative response.

- E. CANCELLING -- A Supplemental Dental Record can be cancelled by the entering agency using free-form. The cancel message key is "LNXD". The two required identifiers are the NIC Number and the OCA.

EXAMPLE CANCEL: LNXD.NIC/M123456789.OCA/M8612345.

EXAMPLE ACKNOWLEDGMENT -- If the NCIC computer accepts your cancel message, you will receive an acknowledgment similar to the one shown for the EXAMPLE CANCEL.

IL08496T4

CANCEL DENTAL DATA NIC/M123456789 OCA/M8612345

If your cancel message is not accepted, you will receive a negative response.

A supplemental dental cancellation message will delete all dental information from the record identified (DXR, MPA, DRE, and DCH Fields).



# Illinois LEADS Reference Manual

501 Armory Building • Springfield, IL 62706

MISSING PERSONS (9B)

## XIV. SUPPLEMENTAL RECORD DATA

A Supplemental Record to a Missing Person record (to be placed in NCIC by a separate entry) may be made by the agency that entered the Missing Person base record. The entry of a Supplemental Record to a Missing Person record will cause a cross-search of all Unidentified Persons records.

### A. FIELDS IN SUPPLEMENTAL RECORD DATA

The following fields, their codes, and the maximum number that may be added are listed below:

<u>FIELD</u>	<u>FIELD CODE</u>	<u>MAXIMUM NUMBER PERMITTED</u>
Alias	AKA	99*
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known.)	VIN	9

\*NOTE: The first 30 aliases can be entered using a LEADS Alias record.

1. Alias (AKA) Field - Field code AKA followed by a slash is used to identify an alias(es) (except in cases where the agency uses a LEADS Alias record). An alias includes any names in which the surname is different from the surname in the NAM Field and any surname spelling variations. Name spelling variations of the first or middle name can only be shown as an alias if the surname changes, i.e., NAM/Thompson,Robert and AKA/Thomson, Bob. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix meaning seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the message field code AKA. Nicknames are to be entered in the Miscellaneous Field, not in the Alias Field of the Missing Person record.



## XIV.A. FIELDS IN SUPPLEMENTAL RECORD DATA (Continued)

2. Operator's License (OLN) Field - Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are: operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period, for example, OLN/L234526677238.VA.76. In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by message field code "OLN/".
3. License Plate (LIC) Field - Field code LIC followed by a slash is used to identify additional license plate data in an entry. This field contains four data elements: license plate number, state of issue, year of expiration, and type. Elements must be entered in the order listed in the format and must be separated by a period, for example, LIC/CBA321.MD.77.TK. In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by message field code "LIC/".
4. Vehicle Data (VIN) Field - Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: vehicle identification number, year, make, model, style, and color. The vehicle identification number, year, make, and style are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example, an entry might appear as follows: VIN/1L69X6J023456.76.CHEV.IMP.4D.BLK. or VIN/1D37Q6R001225.76.CHEV..2D.. In the event data related to other vehicles is entered at the same time, each set of vehicular data must be preceded by message field code "VIN/".
5. Additional Identifying Data - Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; and Social Security numbers follow the field codes DOB/, SMT/, MNU/, and SOC/, respectively, without repeating the message field code and separated only by periods. For example, an entry might include: DOB/010237.082335. SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378.
6. Number of Additional Identifiers - A maximum of 99 AKA's, 19 SMT's, 9 DOB's, MNU's, SOC's, OLN's, LIC's, and VIN's may be added to a Missing Person record. For example, a record relating to JOHN HARRY DOE might have an appended Supplemental record of aliases and other additional identifiers consisting of three other names (AKA's), nine dates of birth, five scars, two miscellaneous numbers (an Army Serial Number and a Mariner's Document Number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of this additional data would require several Supplemental record entry messages as all of those additional identifiers could not be included in one Supplemental record entry message.

## XIV.A. FIELDS IN SUPPLEMENTAL RECORD DATA (Continued)

7. Maximum Number of Additional Identifiers - A maximum of nine additional identifiers of various kinds may be entered in one Supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; or Social Security number is counted as one identifier. Each set of data relating to an operator's license, a license plate, or vehicle is likewise counted as one identifier.

## B. IDENTIFICATION OF MISSING PERSON RECORD FOR ENTRY OF SUPPLEMENTAL RECORD

The Missing Person record to which a Supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either Name and NCIC Number, in that order, or Name and Originating Case Number, in that order, with each data element preceded by the proper message field code. The Name used in identifying the record to which a Supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

## C. EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

LNEMN.NAM/DOE,JOHN J.OCA/M8612345.SOC/387542217.395454432.  
VIN/1L69X6J023456.76.CHEV.IMP.4D.BLK.SMT/CAUL L EAR.TAT R ARM.

### ACKNOWLEDGMENT:

IL08496T4  
SUPP NAM/DOE,JOHN J OCA/M8612345.

The above entry example contains the Message Key (LNEMN), two record identifiers (NAM/JONES,JOHN J and OCA/M8612345), and the supplemental data added to the record: two Social Security Numbers (SOC/387542217 and 395454432); Vehicle Identification Number, Year, Make, Model, Style, and Color (1L69X6J023456,76,CHEV,IMP,4D,BLK) and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM). A period (.) is required at the end of the message.



## XIV.C. EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY (Continued)

### ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

1. After the Missing Person record has been identified, each field included in a Supplemental Record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must be ended with a period. Fields that are not a part of sets of data may be entered in any order in a Supplemental Record entry.
2. The OLN (Operator's License Number), LIC (License Plate Number), and VIN (Vehicle Identification Number) Fields in the Supplemental Record format are multiple data element fields; i.e., these fields have more than one data element following the field code and slash and are entered in sets. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
3. The field in the main record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security Number in a Supplemental Record will be rejected as a format error if the main record does not contain a Social Security Number in the SOC Field.
4. All numeric identifiers excluding the OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field and a hyphen must be used to separate the two alphabets from the number itself in the Miscellaneous Number (MNU) Field.
5. When a Supplemental Record entry contains data concerning a person, a vehicle, or license plate already on file in a Missing Person, Wanted Person, Vehicle, or License Plate File record, the agency making the Supplemental Record entry will be furnished the record in file at the time the Supplemental Record entry message is acknowledged.
6. Upon entering or updating (modifying, supplemental entry, and dental characteristics entry) of a Missing Person record, the appropriate acknowledgment will be furnished. At specific time intervals, the newly entered or updated Missing Person records will be searched against all Unidentified Person records on file. If the search does not produce any possible matches, the entering agency will be notified by a \$.N. administrative message. If the search reveals a matching record(s) on file, NCIC will send a \$.M. administrative message to both the agency entering/updating the Missing Person record and the entering agency(s) for the Unidentified Person record(s). In the case of multiple possible matches, up to 100 records achieving the highest score value will be sent as possible matches.



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## XIV. SUPPLEMENTAL RECORD DATA (Continued)

### D. MODIFICATION

No one-step procedure is available to modify an alias or other identifier in a Supplemental record to a Missing Person record.

To modify (change) an alias or other identifier in a Supplemental record to a Missing Person record, cancel the incorrect alias or other identifier and re-enter correctly.

NOTE: A modify message to the base record to delete information in a field will cause the same data in the Supplemental record to move up to the base record.

### E. CANCELLATION

To cancel a Supplemental record to a Missing Person record requires the cancel — Message Key (LNXMN), two record identifiers -- Name (NAM) and NCIC (NIC) Number, or Originating Agency Case Number (OCA), and data to be cancelled (aliases, dates of birth, etc.) A period (.) is not required at the end of the message.

— Example: MKE.NAM.NIC or OCA.Supplemental Data To Be Cancelled

— LNXMN.NAM/JONES,JOHN J.NIC/M000069216.SOC/387542217.  
395454432.VIN/1L69X6J023456..CHEV

### ACKNOWLEDGMENT:

IL08496T4  
CANCEL SUPP NAM/JONES,JOHN NIC/M000069216  
SOC/387542217  
SOC/395454432  
VIN/ 1L69X6J023456.CHEV

A maximum of nine identifiers of various kinds may be cancelled in one cancel message. Additional messages are required if more than nine identifiers are to be cancelled. Each alias (or name spelling variation); date of birth; scar, mark, tattoo; miscellaneous number; or Social Security Number is counted as one identifier. Each set of operator's license, license plate, or vehicle data (multiple data element fields) is counted as one identifier.

## XIV.E. CANCELLATION (Continued)

Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; and/or Social Security Numbers to be cancelled are to be set out in the cancel message in the same manner as in a Supplemental Record entry. That is, more than one identifier of the same type may follow the message field code without repetition of the code. However, character for character, each identifier to be cancelled must be set out exactly as it appears in the Supplemental record on file.

Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the Supplemental record on file. When cancelling vehicle data, only the Vehicle Identification Number (VIN) and Make (MAK) are required following "VIN/", with a period to account for the intervening VYR Field. For example, to cancel VIN/1L69X6J023456.76. CHEV.IMP.4D.BLK., enter VIN/1L69X6J023456..CHEV.

When a Missing Person record is cancelled, its entire Supplemental record is automatically cancelled.







Chapter 9C

UNIDENTIFIED PERSONS

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## I. INTRODUCTION

### A. WHAT IS THE UNIDENTIFIED PERSONS FILE?

The Unidentified Persons File is made up of computerized records containing all available information on persons (living or dead) who have been found and about whom no one knows their identity. These records are in the NCIC File only, not LEADS.

### B. PURPOSE OF THE UNIDENTIFIED PERSONS FILE

The purpose of this file is to assist law enforcement in the identification of any deceased individual or missing person whose identity is unknown. The Missing Children Act (October, 1982) authorizes the acquisition, collection, classification, and preservation of any information which would assist in the identification of these persons.

### C. WHAT'S IN THE UNIDENTIFIED PERSONS FILE?

1. Kinds of Persons -- There are three kinds of records that may be entered in the NCIC Unidentified Person File.
  - a. Unidentified Deceased -- Any deceased individual, regardless of the degree of decomposition including skeletal remains. Also, a record may be entered for body part(s) which have been recovered.
  - b. Unidentified Catastrophe Victim -- Any deceased individual believed to have been involved in and expired as a result of a disaster.
  - c. Unidentified Living Person -- Any living individual who is unable to ascertain his/her identity in situations when the individual is suffering from amnesia, trauma, or other medical or physical condition and documents in the possession of the individual fail to identify him/her.
2. Supplemental Data -- NCIC allows for the entry of supplemental data (supplemental scars, marks, tattoos, and other characteristics) and supplemental dental data. See Sections XIII. and XIV. at the end of Unidentified Persons (9C).

### D. WHAT SHOULD NOT BE IN THE UNIDENTIFIED PERSONS FILE?

Individuals who do not meet the minimum requirements for entry should not be found in the file.

I. INTRODUCTION (Continued)

E. RETENTION PERIOD FOR NCIC UNIDENTIFIED PERSON RECORDS

Unidentified Person File records remain in the NCIC File for the remainder of the year of entry plus nine additional years.

(At the time of this publication, Unidentified Person File records are not being validated.)

## II. HOW TO INQUIRE INTO/SEARCH THE UNIDENTIFIED PERSONS FILE

### A. ON-LINE INQUIRY

To search the NCIC Unidentified Persons File, you must have certain information (required identifiers) about the individual in question. Refer to the Unidentified Persons File Inquiry Message Keys Table on the following pages for the various inquiry combinations, what they mean to the computer, and what results you can expect.

1. Identifiers -- To search the NCIC Unidentified Persons File, you may use the following combinations of identifiers:

- a. NIC (NCIC Number)

- b. BPS (Body Parts Status)

- c. BPS (Body Parts Status)  
SEX (Sex)  
RAC (Race)  
ARE (Area)

- d. "Physical Descriptor Inquiry"  
AGE (Age)  
SEX (Sex)  
RAC (Race)  
HGT (Height)  
WGT (Weight)  
EYE (Eye Color)  
HAI (Hair Color)

Physical Descriptor Inquiries do not require a specific sequence of identifiers.

2. Message Keys -- "NZN" and "LNQU" are the only free-form inquiry message keys used with the Unidentified Persons File. There is no format for inquiry.



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## NCIC UNIDENTIFIED PERSONS FILE INQUIRY MESSAGE KEYS TABLE

MESSAGE KEY	IDENTIFIERS	EXAMPLE
LNQU or NZN	NCIC Number	LNQU.NIC/U105350284.  NZN.NIC/U105350284.
LNQU	Body Parts Status	LNQU.BPS/RRNNRRRRRRRRR.
LNQU	Body Parts Status Sex Race Area	LNQU.BPS/RRNNRRRRRRRRR.SEX/F. RAC/W.ARE/IL.
LNQU	Age Sex Race Height Weight Eye Hair	LNQU.AGE/40.SEX/F.RAC/W.HGT/504.WGT/130. EYE/BRO.HAI/BRO.

---

## MEANING TO THE COMPUTER

---

Search the NCIC Unidentified Persons File. Produces the one record that matches the NCIC Number (NIC).

---

Search the NCIC Unidentified Persons File. The BPS Field Code in the inquiry is compared with the BPS Field Code of records on file. See the following page for details.

---

Same as BPS inquiry above. Including sex, race, and area in the inquiry will not change the search, but will limit the number of abbreviated records returned to the inquiring agency based on these identifiers. See pages UPERS-42, 43, and 80 for details.

---

This is a "Physical Descriptor Inquiry". Search NCIC Unidentified Persons only. SEX, RAC, EYE, and HAI must match. If "XXX" is used in the HAI and/or EYE Color Fields, NCIC will only search for records with "XXX" in these two fields. AGE may be + or - 1 year; HGT may be + or - 3 inches; WGT may be + or - 10 pounds. All records identified will be assigned a score based upon the degree of similarity to the corresponding data in the inquiry. Up to 20 most likely candidate records are selected by the NCIC computer for response to the inquiring agency. See UPERS-7 for more information.

---

## II. HOW TO INQUIRE INTO/SEARCH THE UNIDENTIFIED PERSONS FILE (Continued)

### B. ADDITIONAL INFORMATION

#### 1. Body Parts Status Inquiry

- a. An agency which recovers a partial unidentified body should transmit an inquiry and identify, in the BPS Field, all body parts which have been recovered and all those which have not been recovered. The NCIC computer compares the BPS Field code in the inquiry with the BPS Field code of records on file that contain at least one "N" (not recovered) in any of the 14 positions of the BPS Field, i.e., all records for incomplete bodies.

If any position of the BPS code in the inquiry and BPS in the records on file do not meet these checks, the records on file are eliminated as possible matches. For example, if an inquiry contains the BPS code RRNNRRRRRRRRRR, only those records having an "N" in positions 1, 2, and 6 through 14 and any combination of N's, R's, and S's in positions 3 through 5 will be returned as possible matches.

The response to an inquiry on the BPS Field contains all abbreviated records on file that pass the above checks. The abbreviated record will contain the data stored in the following fields of the complete record: BPS, SEX, RAC, EYB, EDD, DBF, ORI, and NIC. This change will reduce the size of Body Parts Status responses and furnish decisive identifiers in a columnar format which is easily read by the recipient.

- b. The inclusion of the Sex, Race, and/or Area Fields in an inquiry will not change the search, but will limit the records returned to the inquiring agency according to these identifiers. See pages UPERS-42, 43, and 80.



## II.B. ADDITIONAL INFORMATION (Continued)

### 2. Physical Descriptor Inquiry

The following fields are mandatory for a "Physical Descriptor" Inquiry:

- Message Key (MKE)
- Age (AGE)
- Sex (SEX)
- Race (RAC)
- Eye Color (EYE)
- Hair Color (HAI)
- Height (HGT)
- Weight (WGT)

When a "Physical Descriptor" Inquiry is received, the NCIC computer searches the Unidentified Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records will be identical to the sex, race, and eye and hair color codes in the inquiry. The age, height, and weight in the inquiry are searched against the average of the ages, heights, and weights stored in candidate records. The average age, average height, and average weight in the candidate records may vary from the age, height, and weight in the inquiry. The age in the inquiry plus or minus one year will be searched against the average age in the record on file. The height in the inquiry plus or minus three inches is searched against the average height in records on file. If the inquiry contains "UNK", only those records with "UNK" will be searched. The weight in the inquiry plus or minus 10 pounds is searched against the average weight in records on file. If the inquiry contains "UNK", only those records with "UNK" are searched.

EXAMPLE: A range of 150-200 in the WGT Field of a record has an average of 175. Only those inquiries having a weight of 165 to 185 pounds will match that particular record.

A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by the NCIC computer to select up to 20 most likely candidate records for the response to the inquiring agency.

To determine if a hit (identification) has been made, the inquiring agency must review all of the information in the candidate records and contact the agency that entered the record(s) to confirm possible matches.

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## II.B.2. Physical Descriptor Inquiry (Continued)

The response to the inquiry will contain the following information:

- a. A caveat which furnishes a count of the total possible matches found.  
For example:

NCIC HAS 0010 POSSIBLE MATCHES FOR YOUR INQUIRY.  
THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED  
BY THE NIC NUMBER OF UP TO 20 OF THE HIGH SCORE  
RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.

(LEADS Agencies should contact User Services for off-line searches.)

- b. The two complete records having the highest scores.
- c. The NCIC (NIC) Numbers and scores for the two records furnished followed by the NIC Numbers and scores of the next 18 records having the highest scores. These are formatted as follows:

U181061200 090 U170630720 090 U179615883 090 U172259543 090  
U181827760 090 U181614023 090 U182810435 085 U184898095 085  
U158687387 085 U175375766 085 U184177457 084 U184679080 084  
U184911455 081 U171884360 080 U177002726 080 U183491354 080  
U163700928 080 U168592276 080 U175622956 080 U140075494 080

The NIC Numbers are listed in descending order by score.

See UPERS-15 for a response example.

## C. OFF-LINE UNIDENTIFIED PERSONS FILE SEARCHES

To request an off-line search of the NCIC Unidentified Persons File, send a directed message to LEADS User Services at terminal KQC.



## III. RESPONSE INTERPRETATION

### A. KIND OF RESPONSES

Every inquiry is acknowledged by some kind of response message from the NCIC computer. Any of the following response messages may result from your inquiry:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (Matching record(s) found in NCIC.)
- System Status (Indication that a file is temporarily not available or that a response may be delayed.)

For examples and interpretation of positive responses, see the paragraphs which follow. No-record responses, rejects and system status messages are self-explanatory.

### B. HIT PROCEDURES

To determine if a hit (identification) has been made, the inquiring agency must review all of the information in the candidate records and contact the agency that entered the record(s) to confirm possible matches.

### C. NCIC RECORD "LABELS"

The second line in a positive response from NCIC identifies the kind of record hit by your inquiry. This message label translates the message key (MKE) used to enter the record in NCIC. The following table explains the meaning of each label that might appear in an Unidentified Person record.

NCIC UNIDENTIFIED PERSON FILE RECORD LABEL COMPARISON TABLE

MKE THAT CAUSES LABEL	NCIC MKE TRANSLATIONS
LNEUD	UNIDENTIFIED DECEASED
LNEUV	UNIDENTIFIED CATASTROPHE VICTIM
LNEUL	UNIDENTIFIED LIVING PERSON



## III. RESPONSE INTERPRETATION (Continued)

### D. TYPICAL NCIC HIT MESSAGES

1. General Characteristics -- Records returned from the NCIC Unidentified Person File usually consist of several blocks. The first line of the first block contains a four-position number and the words "NCIC RESPONSE". The second line of this block shows the ORI of the inquiring terminal.

Example: 1L01 NCIC RESPONSE  
          IL0160000

2. Missing Data Fields -- If no data was entered in a specific field of an NCIC record, that field (including the Field Code) will be missing entirely from a hit message. No empty space appears for a missing field within a line. A particular data field doesn't always appear on the same line, and no blank lines are found in an NCIC response.
3. Scoring and Physical Descriptor Inquiries -- When a physical descriptor inquiry is received, the NCIC computer searches the Unidentified Person File for possible matches, i.e., candidate records. The sex, race, eye and hair color codes in the candidate records will be identical to the sex, race, and eye and hair color codes in the inquiry. The age, height, and weight in the inquiry are searched against the average of the ages, heights, and weights stored in candidate records. The average age, average height, and average weight in the candidate records may vary from the age, height, and weight in the inquiry. (The maximum variance for these three fields is explained in detail in Section II of this chapter.)

A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by the NCIC computer to select up to 20 most likely candidate records for the response to the inquiring agency,

To determine if a hit (identification) has been made, the inquiring agency must review all of the information in the candidate records and contact the agency that entered the record(s) to confirm possible matches.

III.D. TYPICAL NCIC HIT MESSAGES (Continued)

4. Examples

a. Negative Unidentified Person Record Response

- 1) 1L01 NCIC RESPONSE
- 2) IL01632L1
- 3) NO NCIC UPER NIC/U123456789

Explanation

Line 1 shows the Standard NCIC heading.

Line 2 shows the ORI of the inquiring terminal.

Line 3 shows that there is no such record in the NCIC Unidentified Persons File.

b. Positive Unidentified Person Record Response

- 1) 1L01 NCIC RESPONSE
- 2) IL01632L1
- 3) MKE/UNIDENTIFIED DECEASED
- 4) ORI/CODPD0000 BPS/RRRRRRRRRRRRRRR SEX/F RAC/W EYB/1953-1958
- 5) EDD/060183 DBF/060383 HGT/503-503 WGT/100-110 EYE/GRN HAI/BRO
- 6) FPC/12101116141109111713 OCA/5521 BLT/OPOS FPA/Y BXR/P
- 7) MIS/WEARING CUT OFF JEANS YELLOW T SHIRT W/MIAMI AND BIRDS
- 8) BLU TENNIS SHOES YELLOW BIKINI UNDERPANTS
- 9) CDA/H STAB WOUNDS IN CHEST
- 10) JWT/RI
- 11) JWL/SIZE 6 STERLING SILVER W/TURQ STONE
- 12) MAN/DENVER PD CORONER CASE 83-012
- 13) MAL/1131 CHEROKEE, DENVER MAT/303 757-0000
- 14) ORI IS DENVER PD RECORDS & IDENT DENVER CO
- 15) NIC/U105350284
  
- 16) 1L02 NCIC RESPONSE
- 17) IL01632L1
- 18) DENTAL CHARACTERISTICS
- 19) DXR/Y MPA/N
- 20) TOOTH STAT RSTRTNS/CARIES APPL OTHER CHAR
- 21) M O D B L
- 22) 1 A
- 23) 2 1 HD
- 24) A 4 1
- 25) E 8 2
- 26) 16 A
- 27) 17 X
- 28) O 24 1 1 1 CLF
- 29) P 25 G
- 30) Q 26 C
- 31) R 27 G
- 32) 31 1
- 33) 32 A
- 34) NIC/U105350284



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## III.D.4.b. Positive Unidentified Person Record Response (Continued)

### Explanation

- Line 1 shows the Standard NCIC heading.
- Line 2 shows the ORI of the inquiring terminal.
- Line 3 shows the record label (UNIDENTIFIED DECEASED).
- Line 4 shows the entering agency's ORI, Body Parts Status (all major body parts have been recovered), sex, race, and an estimated year of birth.
- Line 5 shows an estimated date of death, the date the body was found, the exact height of the individual, approximate weight, eye color, and hair color.
- Line 6 shows the individual's fingerprint classification, the originating authority's case number, the individual's blood type and Rh factor, indication that footprints are available, and partial body x-rays are available.
- Lines 7 and 8 contain pertinent miscellaneous information that could not be entered in another field.
- Line 9 indicates the manner and cause of death. "H" refers to homicide.
- Line 10 shows type of jewelry worn by victim was a ring.
- Line 11 further describes the jewelry.
- Line 12 provides the coroner's agency name and case number.
- Line 13 shows the coroner's locality and phone number.
- Line 14 is the translation of the ORI in Line 3.
- Line 15 indicates the record's number in the NCIC Unidentified Persons file.
- Line 16 repeats the NCIC heading and indicates this is the second block (1L02).
- Line 17 repeats the ORI of the inquiring terminal and the first line of the Supplemental Dental Record.
- Line 18 labels this part of the record.
- Line 19 indicates that dental x-rays for the victim are available but that the dental models and/or photographs of the victim's teeth are not available.
- Lines 20-33 show dental characteristics.
- Line 34 repeats the record's number in the NCIC Unidentified Persons File.



III.D.4. Examples (Continued)

c. Negative Unidentified Person Record Response to a BPS Field Inquiry

- 1) 1L01 NCIC RESPONSE
- 2) IL01632L1
- 3) NO UPER REC BPS/RNNNNNNNNNNNNN.SEX/F.ARE/IL

Explanation

- Line 1 shows the Standard NCIC heading.
- Line 2 shows the ORI of the inquiring terminal.
- Line 3 shows that there is no record based upon the identifiers used in the inquiry (Body Parts Status, Sex, and Area) in the NCIC Unidentified Persons File.

d. Positive Unidentified Person Record Response to a BPS Field Inquiry

- 1) 1L01 NCIC RESPONSE
  - 2) IL01632L1
  - 3) FOLLOWING ARE ABBREVIATED RECORDS WHICH MATCH YOUR INQUIRY ON:
  - 4) BPS/RNNNNNNNNNNNNN, SEX/F, ARE/IL.
- |                   |         |           |        |        |           |            |
|-------------------|---------|-----------|--------|--------|-----------|------------|
| 5) BPS            | SEX/RAC | EYB       | EDD    | DBF    | ORI       | NIC        |
| 6) NRNRNRNRNRNRNR | F/W     | 1960-1967 | 000083 | 041584 | AR1234567 | U124209090 |
| 7) NRNNNNNNNRNRNN | F/W     | 1955-1959 | 052584 | 052784 | KY1234567 | U123890329 |
| 8) NRNNNNNNNNNNNN | F/W     | 1959-1969 | 060084 | 061484 | MO1234567 | U127550322 |
| 9) NNNNNNNRRRNNNN | U/U     | 1968-1972 | 060484 | 061884 | TN1234567 | U126729953 |
- 10) MAKE INQUIRY ON NIC NUMBER TO RETRIEVE COMPLETE RECORD.

Explanation

- Line 1 shows the Standard NCIC heading.
- Line 2 shows the ORI of the inquiring terminal.
- Lines 3 and 4 show the message that based on your inquiry with the given identifiers (body parts status, sex, and area), the following four records are matches.
- Line 5 shows the field codes - Body Parts Status, Sex/Race, Estimated Year of Birth, Estimated Date of Death, Date Body Found, Originating Authority Identifier, and NCIC Record Number.
- Lines 6 thru 9 show the four records and the identifiers in each of the records that correspond to the field codes.
- Line 10 is the self-explanatory message on how to retrieve the complete record.

## III.D.4. Examples (Continued)

### e. Negative Unidentified Person Record Response to a Physical Descriptor Inquiry

- 1) 1L01 NCIC RESPONSE
- 2) IL01632L1
- 3) NO UPER REC AGE/19.SEX/M.RAC/W.EYE/BRO.HGT/600.WGT/170

#### Explanation

Line 1 is the NCIC standard heading.

Line 2 shows the ORI of the inquiring terminal.

Line 3 is the message that there is no Unidentified Person record based on the identifiers used in the inquiry.

III.D.4. Examples (Continued)

f. Positive Unidentified Person Record Response to a Physical Descriptor Inquiry

- 1)

1001 NCIC RESPONSE
- 2)

IL01632L1
- 3)

NCIC HAS 0001 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO
- 4)

HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE
- 5)

NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS.
- 6)

CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.
- 7)

MKE/UNIDENTIFIED DECEASED
- 8)

ORI/DCFBIWA00 BPS/RRNNRNNRRRRNN SEX/M RAC/W EYB/1964-1966
- 9)

EDD/010083 DBF/021083 HGT/508-511 WGT/160-170 EYE/BRO HAI/BRO
- 10)

FPC/1210AADINATT6613SRPM OCA/8850 BLT/BPOS CRC/C FPA/Y BXR/F
- 11)

MIS/THE VICTIM WAS WEARING A BLUE DRESS SHIRT, WHITE V-NECK TSHIRT,
- 12)

NIC/U000003016
- 13)

1002 NCIC RESPONSE
- 14)

IL01632L1
- 15)

MIS/BLUE AND WHITE PLAID DRESS SLACKS, BLUE BOXER SHORTS, A BLACK
- 16)

BELT, BLACK NYLON DRESS SOCKS, AND BROWN SLIP-ON SHOES, SIZE 9
- 17)

VICTIM WAS LEFT-HANDED, HAD A DARK SUNTAN, AND SMOKED SALEMS.
- 18)

VRX/OD-2D50E-D25X90 OS-2D00E-D25X95
- 19)

CDA/H VICTIM WAS STABBED WITH A KNIFE
- 20)

JWT/AB BB ER
- 21)

JWL/GOLD
- 22)

MAN/DC MED EXAM OCA/2307
- 23)

MAL/WASH DC MAT/123 321-1234
- 24)

ORI IS FBI HEADQUARTERS WASHINGTON DC
- 25)

SMT/SC UL ARM
- 26)

DENTAL CHARACTERISTICS
- 27)

DXR/Y MPA/N DRE/VICTIM HAS NUMEROUS CARIES
- 28)

NIC/U000003016
- 29)

1003 NCIC RESPONSE
- 30)

IL01632L1
- 31)

TOOTH STAT RSTRTNS/CARIES APPL OTHER CHAR
- 32)

M O D B L
- 33)

1 A
- 34)

2 1 1 GH
- 35)

A 4 1
- 36)

E 8 2
- 37)

16 A
- 38)

17 X
- 39)

P 25 F
- 40)

Q 26 A C
- 41)

R 27 F
- 42)

31 1
- 43)

32 A
- 44)

NIC/U000003016



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## III.D.4.f. Positive Unidentified Person Record Response to a Physical Descriptor Inquiry (Continued)

### Explanation

Line 1 is the NCIC standard heading.

Line 2 shows the ORI of the inquiring terminal.

Lines 3-6 is a message from NCIC that there is only one possible matching record to your inquiry and that you may contact NCIC if you wish an off-line search.

Line 7 is the record label (UNIDENTIFIED DECEASED).

Line 8 is the entering agency's ORI, body parts status, sex, race, and an estimated year of birth.

Line 9 shows the estimated date of death, the date the body was found, approximate height, approximate weight, eye color, and hair color.

Line 10 is the fingerprint classification, the originating authority's case number, the individual's blood type and Rh factor, indication that the individual was circumcised, and that footprints are available and that x-rays are available for all recovered body parts.

Line 11 contains miscellaneous information which is continued in Lines 15-17.

Line 12 ends the second block of information with the record's number in the NCIC Unidentified Persons File.

Line 13 repeats the NCIC standard heading.

Line 14 repeats the ORI of the inquiring terminal.

Line 18 is the victim's vision prescription information.

Line 19 is the victim's manner and cause of death. "H" refers to homicide.

Line 20 shows the type of jewelry worn by the victim.

Line 21 further describes jewelry.

Line 22 provides the coroner's agency name and case number.

Line 23 shows the coroner's locality and phone number.

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## III.D.4.f. Positive Unidentified Person Record Response to a Physical Descriptor Inquiry (Continued)

### Explanation

Line 24 is the translation of the ORI in Line 8 (the entering agency).

Line 25 contains scars, marks, tattoo information.

Line 26 labels this part of the record (DENTAL CHARACTERISTICS).

Line 27 indicates that dental x-rays for the victim are available but that the dental models and/or photographs of the victim's teeth are not available. Included are dentist's remarks.

Line 28 ends the third block of information with the record's number in the NCIC File.

Line 29 repeats the NCIC standard heading.

Line 30 repeats the ORI of the inquiring terminal.

Lines 31-43 show dental characteristics.

Line 44 concludes the record by repeating the record's NIC Number.

NOTE: To determine if a hit (identification) has been made, the inquiring agency must review all of the information in the candidate records and contact the agency that entered the record(s) to confirm possible matches.





IV. LOCATING -- There is no Locate Message for Unidentified Person Records.

V. ENTERING UNIDENTIFIED PERSON RECORDS

A. REQUIREMENTS FOR NCIC ENTRY

1. Specific Kinds of Persons -- To enter an Unidentified Person record in the NCIC File, the subject should fit the criteria in one of the categories found in the Introduction to this chapter. Those kinds of persons and the message keys used to enter them are the following ones:

Unidentified Deceased/LNEUD  
Unidentified Living Person/LNEUL  
Unidentified Catastrophe Victim/LNEUV

2. Minimum Identifiers

The following fields are mandatory for entry of an unidentified person into the NCIC file. It is best to enter as many identifiers as are available and to include pertinent notes in the Miscellaneous Field.

MKE	Message Key
BPS	Body Parts Status (mandatory when the MKE is EUD or EUV)
SEX	Sex
RAC	Race
EYB	Estimated Year of Birth (mandatory if the BPS Field contains the Code "ALL")
DBF	Date Body Found
HGT	Height
WGT	Weight
EYE	Eye Color
HAI	Hair Color
FPC	Fingerprint Classification (mandatory when the MKE is EUL or when the MKE is EUD or EUV if the BPS contains the code ALL or the alphabetic "R" in positions 5 and 8)
OCA	Originating Authority's Case Number
FPA	Footprint Available (mandatory if the BPS contains the code "ALL" or the alphabetic "R" in positions 11 and 14)
BXR	Body X-Rays Available
CDA	Cause and Manner of Death (mandatory when MKE is EUD or EUV)

3. Criteria for Rejecting Duplicate Records

If the entering agency and OCA Field in an Unidentified Person File entry are identical to the entering agency and OCA Field of an Unidentified Person File record already on file, the entry message will be rejected with the message REJ ON FILE followed by the record already on file. In those situations when two or more unidentified persons are discovered and are being assigned one case number by the investigating agency, the case number entered in the OCA Field of the Unidentified Person File entries will have to be suffixed with a character to make each OCA unique. See page UPERS-27 for example.

## V. ENTERING UNIDENTIFIED PERSON RECORDS (Continued)

### B. ADDITIONAL CONSIDERATIONS FOR NCIC RECORD ENTRY

1. Acknowledgment: When an Unidentified Person record is entered or updated, the entering agency will receive an appropriate acknowledgment. Also, at specific intervals, the newly entered or updated record will be searched against all Missing Person records on file. If the search does not produce any possible matches, the entering agency will be notified by a \$.N. administrative message. If the search reveals a matching record(s) on file, NCIC will send a \$.M. administrative message to both the agency that is entering/updating the record and the entering agency(s) of the Missing Person record(s). In the case of multiple possible matches, a maximum of 100 abbreviated records with the highest score value will be sent as possible matches.
2. Consent: The entry of information on an unidentified living person should only be included if the person gives his/her consent or if that person is physically or mentally unable to give this consent.
3. Unidentified Person Report: Following the entry of an unidentified deceased or catastrophe victim record, an inquiry should be made to retrieve copies of the record. One copy should be maintained in your agency's Active Messages File. Another copy should be forwarded to the medical examiner's or coroner's office that completed the unidentified person data collection form. A copy of this form is shown on the following page.



UNIDENTIFIED PERSON REPORT  
FOR NCIC RECORD ENTRY

										Date																			
<b>Message Key (MKE)</b> <input type="checkbox"/> Unidentified Deceased (LNEUD) <input type="checkbox"/> Unidentified Living (LNEUL) <input type="checkbox"/> Unidentified Catastrophe Victim (LNEUV)										<b>Reporting Agency (ORI)</b>										<b>Body Parts Status (BPS)</b> <input type="checkbox"/> Complete Body (ALL) <input type="checkbox"/> Complete Skeleton (SKL)									
<b>Body Parts Status (if incomplete body or skeleton, see body diagram for coding corresponding parts) (BPS)</b>														<b>Sex (SEX)</b> <input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F) <input type="checkbox"/> Unknown (U)		<b>Race (RAC)</b> <input type="checkbox"/> Asian/Pacific Islander (A) <input type="checkbox"/> Black (B) <input type="checkbox"/> American Indian/Alaskan Native (I) <input type="checkbox"/> White (W) <input type="checkbox"/> Unknown (U)		<b>Estimated Year of Birth Range (EYB)</b> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px auto;"></div>											
<div style="display: flex; justify-content: space-between;"><div>1 2 3 4 5 6 7 8 9 10 11 12 13 14</div><div></div></div>																													
<b>Estimated Date of Death (EDD)</b>										<b>Date Body Found (DBF)</b>		<b>Approximate Height Range (HGT)</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>				<b>Approximate Weight Range (WGT)</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>													
<b>Eye Color</b> <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Gray (GRY) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Hazel (HAZ) <input type="checkbox"/> Maroon (MAR) <input type="checkbox"/> Multicolored (MUL)										<b>(EYE)</b> <input type="checkbox"/> Pink (PNK) <input type="checkbox"/> Unknown (XXX)		<b>Hair Color</b> <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Blonde/Strawberry (BLN) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Red/Auburn (RED)				<b>(HAI)</b> <input type="checkbox"/> Sandy (SDY) <input type="checkbox"/> White (WHI) <input type="checkbox"/> Unknown (XXX)													
<b>Scars, Marks, Tattoos, and Other Characteristics (SMT)</b> (See attached Personal Descriptors check list)										<b>Fingerprint Classification* (FPC)</b> <div style="display: flex; justify-content: space-between;"><div>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</div><div></div></div>																			
<b>Reporting Agency's Case Number (OCA)</b>										<b>Miscellaneous (MIS)</b> Information such as build, clothing description, handedness, weather conditions at the time of death, place where the body was found, etc. should be included. If additional space is needed, attach additional sheet **																			
<b>Below is a list of clothing and personal effects. Please indicate those items that have been found with the person or body. Include style, type, size, color, condition, etc.</b>																													
<b>Item</b>					<b>Style/Type</b>					<b>Size</b>					<b>Color</b>					<b>Markings</b>									
Head Gear																													
Scarf/Tie/Gloves																													
Coat/Jacket/Vest																													
Sweater																													
Shirt/Blouse																													
Pants/Skirt																													
Belt/Suspenders																													
Socks																													
Other																													
<b>Blood Type (BLT)</b> <input type="checkbox"/> A Positive (APOS) <input type="checkbox"/> B Positive (BPOS) <input type="checkbox"/> AB Positive (ABPOS) <input type="checkbox"/> O Positive (OPOS) <input type="checkbox"/> A Negative (ANEG) <input type="checkbox"/> B Negative (BNEG) <input type="checkbox"/> AB Negative (ABNEG) <input type="checkbox"/> O Negative (ONEG) <input type="checkbox"/> A Unknown (AUNK) <input type="checkbox"/> B Unknown (BUNK) <input type="checkbox"/> AB Unknown (ABUNK) <input type="checkbox"/> O Unknown (OUNK)										<b>Circumcision (CRC)</b> <input type="checkbox"/> Was (C) <input type="checkbox"/> Unknown (U) <input type="checkbox"/> Was not (N)																			
<b>Body X-Rays Available (BXR)</b> <input type="checkbox"/> Full (F) <input type="checkbox"/> Partial (P) <input type="checkbox"/> None (N)										<b>Footprints Available (FPA)</b> <input type="checkbox"/> Yes (Y) <input type="checkbox"/> No (N)																			
<b>Manner of Death (CDA)</b> <input type="checkbox"/> Accidental (A) <input type="checkbox"/> Homicide (H) <input type="checkbox"/> Suicide (S) <input type="checkbox"/> Unknown (U)										<b>Cause of Death (CDA)</b>																			
<b>Jewelry Type (See check list) (JWT)</b>										<b>Jewelry Description (JWL)</b>																			
<b>Medical Examiner/Coroner Agency Name and Case Number (MAN)</b>										<b>Medical Examiner/Coroner Locality (MAL)</b>										<b>Medical Examiner/Coroner Telephone Number (MAT)</b>									
<b>NCIC Number (NIC)</b>										<b>Investigating Officer and Telephone Number (MIS)</b>																			

\* If fingerprints are available, submit a copy to the FBI, Identification Division, 10th and Pennsylvania Ave. Washington, D.C. 20537

\*\* All dental information should be recorded on the dental report and entered in NCIC as a supplemental record



## V. ENTERING UNIDENTIFIED PERSON RECORDS (Continued)

### C. GENERAL ENTRY PROCEDURES

Upon receiving the minimum identifiers required to enter an Unidentified Person record, you should follow these seven steps to complete the entry properly.

1. Review Requirements for Entry -- Review the requirements in Section V.A. and B. to be sure the unidentified person you have been asked to enter meets all of the requirements for entry.
2. Study Sample Enter -- Turn to Section VI for a sample of the kind of record you are about to enter. This will help you plan your entry and determine if you have the minimum identifiers. NOTE: NCIC does NOT allow training enter messages.
3. Obtain Necessary Codes -- In Section VII, you will find all of the codes you will need to make the entry. Look them up and write them on the document from which you will be keying.
4. Choose Free-Form or Format -- If you have a teletype terminal, you must enter in free-form mode. The sequence of fields for free-form entry is given in paragraph V.D. which follows. If you have a CRT terminal, you may enter in free-form at the top of the screen or you may use the Unidentified Person Enter Format. Obtain the format by keying LFR.FEUP.
5. Key the Data -- Key the data into the CRT, double check your keying, and then transmit the message to the computer.
6. Check Enter Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return an acknowledgment of the record to your terminal (see paragraph V.E. which follows). You should run an inquiry on the record and compare the data in this message with the document from which you entered the record to be sure that the errors have been made. Any errors should be immediately corrected by modification (see Section VIII).
7. Retain Acknowledgment Message -- LEADS Regulations as found in Chapter 30 require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File. (See page REGS-20 in Volume 3. To obtain a copy of your record, you must make inquiry by NIC Number.

## V. ENTERING UNIDENTIFIED PERSON RECORDS (Continued)

### D. FREE-FORM ENTRY

Key each data field in the proper sequence as shown below. The end of one data field and the beginning of the next is designated by a period. All fields must be accounted for by a period, even if there is no data to be entered.

1. Free-Form Field Sequence -- Field Identifier codes themselves are not entered.

- 1) MKE.BPS.SEX.RAC.
- 2) EYB.EDD.DBF.HGT.WGT.
- 3) EYE.HAI.SMT.FPC.
- 4) OCA.MIS.
- 5) BLT.CRC.FPA.BXR.
- 6) VRX.CDA.
- 7) JWT.
- 8) JWL.
- 9) MAN.
- 10) MAL.MAT.
- 11) ORA.ENT.OPR.



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## V.D. FREE-FORM ENTRY (Continued)

2. Sample Free-Form Enter Message -- Using a free-form message, enter an Unidentified Person record. The body of a white male wearing a blue shirt, black slacks, black socks and shoes, and a green Army jacket was found in a forest preserve near 159th and Wentworth Avenue on August 26, 1987. The victim had been stabbed in the chest. According to the Cook County Medical Examiner, Robert Smith, the person was in his late 20's or early 30's, was between 5'8" and 5'11", and weighed between 175 and 190 pounds. The victim had been dead for about 10 days when his body was found; no body parts were missing. He is also described as having brown hair and eyes, was left-handed, had a blood type of "B Positive", was circumcised, and had a scar on his upper left arm. The following jewelry was found on the body: a belt buckle with inscription "Buddy", a yellow Bic cigarette lighter, a black plastic comb, a gold earring, and a 17-jewel Timex. Both footprints and body x-rays are available. The victim's fingerprint classification is the following: 1210AADINATT6613SRPM. The medical examiner's address is 2121 W. Harrison St., Chicago, IL; his phone number is (312) 666-0500. You are operator BL entering for the Cook County Sheriff's Police Warrants at terminal KCR. Your agency's case number is 8722. The medical examiner's case number is 2533.

Line 1 LNEUD.ALL.M.M.  
Line 2 1953-1958.081687.082687.508-511.175-190.  
Line 3 BRO.BRO.SC UL ARM.1210AADINATT6613SRPM.  
Line 4 8722.BODY FOUND IN FOREST PRESERVE NEAR 159TH AND  
Line 5 WENTWORTH, BLU SHIRT, BLK SLACKS, BLK SOCKS AND SHOES, GRN  
Line 6 ARMY JACKET, FOOT SIZE 10D, PERSON WAS LEFT HANDED.  
Line 7 BPOS.C.Y.F.  
Line 8 .H STABBED IN CHEST.  
Line 9 BB,CL,CO,ER,WA.  
Line 10 BB/BUDDY, CL/YEL BIC, CO/BLK PLASTIC  
Line 11 ER/GOLD, WA/17 JEWEL TIMEX.  
Line 12 COOK COUNTY MED EXAMINER #2533.  
Line 13 2121 W HARRISON ST, CHICAGO IL.312 666-0500.  
Line 14 COOK CO SHERIFF'S POL WARRANTS.  
Line 15 KCR.BL.



## V. ENTERING UNIDENTIFIED PERSON RECORDS (Continued)

- E. ENTER ACKNOWLEDGMENT MESSAGE -- If the NCIC computer accepts your enter message, it will return the following acknowledgment to your terminal:

```
1L01 NCIC RESPONSE
1L0169Q00
OCA/8722 NIC/U123456789
```

Following entry of the unidentified deceased or catastrophe victim record, an inquiry should be made to retrieve copies of the record. One copy should be retained by the entering agency, of course, and another should be forwarded to the medical examiner's or coroner's office that completed the unidentified person data collection form.

## F. UNIDENTIFIED PERSONS FILE CROSSCHECKS/DUPPLICATES

1. Crosschecks -- Upon entering or updating (modify, supplemental entry, and dental characteristics entry) of an Unidentified Person record, the appropriate acknowledgment will be furnished. At specific time intervals, the newly entered or updated Unidentified Person records will be searched against all Missing Person records on file. If the search does not produce any matches, the entering agency will be notified by a \$.N. administrative message. If the search reveals a possible matching record(s) on file, NCIC will send a \$.M. administrative message to both the agency entering/updating the Unidentified Person record and the entering agency(s) for the Missing Person record(s). In the case of multiple possible matches, a maximum of 100 abbreviated records with the highest score value will be sent as possible matches.
  - a. \$.N. Administrative Message -- The following is an example of a \$.N. administrative message:

```
$.N. L01
IL1012600
YOUR RECORD WITH NIC/U987654321 OCA/123456789 HAS BEEN SEARCHED.
THE SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.
```

This message is transmitted to the entering/updating agency for the Unidentified Person record and the entering agency(s) for the Missing Person record(s) when the search does not produce any possible matches. The \$.N. prefix uniquely identifies the message as a negative response to a match search of missing persons and unidentified persons.

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## V.F.1. Crosschecks (Continued)

- b. \$.M. Administrative Message -- The following is an example of a \$.M. administrative message:

\$.M. L01

IL1012600

YOUR RECORD WITH NIC/U123456789 OCA/ 3456789 IS A POSSIBLE MATCH WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U123456789.

NIC	SEX/ ST RAC EYB/YOB	HGT	WGT	DBF/ EYE HAI DLC	MATCH DATA
M111444777	AR M/W 43	510	150	HAZ BRO 010179	FPC/EYE/SMT
M827362564	IN M/B 42	508	138	HAZ BRO 052677	EYE
M987654321	IA M/A 44	509	160	BRO GRY 101079	HAI
M182736473	KY M/I 43	508	145	BRO BRO 092878	ALL FIELDS
M182736473	MI M/I 43	508	145	BRO BRO 092878	ALL FIELDS
M827364536	MN M/I 40	505	130	BRO BRO 020777	ALL FIELDS

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).

This message is transmitted to the entering/updating agency for the Unidentified Person record and the entering agency(s) for the Missing Person record(s) when a possible match occurs for records on file. The "\$.M." prefix uniquely identifies the message as a positive response to a match search of missing and unidentified persons.

Upon receipt of a \$.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

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## V.F. UNIDENTIFIED PERSONS FILE CROSSCHECKS/DUPLICATES (Continued)

2. Duplicates -- If the entering agency and the OCA Field in an Unidentified Person File entry are identical to the entering agency and OCA Field of an Unidentified Person File record already on file, the entry message will be rejected with the message "REJ ON FILE", followed by the record already on file. See EXAMPLE below. In those situations when two or more unidentified persons are discovered and are being assigned one case number by the investigating agency, the case number entered in the OCA Field of the Unidentified Person File entries will have to be suffixed with a character to make each OCA unique.

### EXAMPLE

1L01 NCIC RESPONSE  
IL08496T4  
REJ ON FILE

MKE/UNIDENTIFIED DECEASED  
ORI/IL08496T4 BPS/RRRRRRRRRRRRRRR SEX/M RAC/W EYB/1941-1941  
EDD/100187 DBF/100187 HGT/508-508 WGT/160-170 EYE/BRO HAI/BRO  
FPC/NANANANANANANANANANA OCA/12345 BLT/ABPOS CRC/C FPA/N BXR/F  
MIS/BODY FOUND IN FIRE ARSON SUSPECTED  
CDA/H ARSON  
ORI IS ILLINOIS STATE POLICE SPRINGFIELD IL  
NIC/U272269657





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## VI. SAMPLE ENTER MESSAGES

### A. UNIDENTIFIED DECEASED ENTER PROBLEM

On July 7, 1987, the body of a young white male was discovered near railroad tracks on the south side of Chicago. He had died of multiple stab wounds to the chest. There was no wallet or any other kind of identification. The body was found wearing white shorts, white tank top, blue high-topped Nike tennis shoes, and a red watch with a blue band. The Cook County Medical Examiner provided the following identification report: height/6' to 6'3", weight/195-200 lbs., gray eyes, black hair, "A Positive" blood type, about 25 years old, and a scar on the left shoulder. All body parts were recovered except for the hands, which had been severed. Death was estimated to have occurred approximately two days before the body was found. No footprints were available. X-rays are available for some, but not all, of the body. The deceased wore glasses with the following prescription: R-1.75-.25X100, L-1.50-.25X85. This is Cook County Medical Examiner's Case Number A25684. The medical examiner's locality is 2603 W. Jefferson, Chicago, telephone (312) 529-1212. You are operator MM entering for Chicago PD at terminal KCX. This is the Originating Authority's Case Number 87332.

### SAMPLE FORMATTED ENTER (Call format with LFR.FEUP.):

```
LNEU D M/ _____ BPS RRRRNBRNRRRRRR SEX M RAC W
EYB 1963-1964 EDD 070587 DBF 070787 HGT 600-603 WGT 195-200
EYE GRY HAI BLK SMT SC L SHLD FPC _____
OCA 87332 MIS HANDS SEVERED, WORE GLASSES, WEARING WHITE
SHORTS, WHITE TANK TOP, AND BLUE HIGHTOPPED NIKE TENNIS SHOES,
MULTIPLE STAB WOUNDS IN CHEST
_____ BLT APOS CRC C FPA N BXR P
VRX R-1D75-D25X100 L-1D50-D25X85
CDA H STAB WOUNDS
JWT WA
JWL WA/RED WITH BLUE BAND
_____
MAN COOK CO MED EXAMINER #A25684
MAL 2603 W. JEFFERSON, CHICAGO IL MAT 312-529-1212
ORA PD CHICAGO IL ENT KCX OPR MM
```

VI. SAMPLE ENTER MESSAGES (Continued)

B. UNIDENTIFIED CATASTROPHE VICTIM

On May 10, 1987, a partially burned body was found in the hallway on the second floor of the Weatherby Apartment Building on Irving Park Road in Chicago. No identification was found. Operator AK at Chicago PD was given the following information to enter a record: white male, mid-to-late 30's, 5'8" to 5'10", 200-210 pounds, blue eyes, brown hair, wearing contact lenses. The coroner's report listed the cause of death as smoke inhalation. Blood type is "A positive". Circumcision is unknown. No footprints or fingerprints are available. Partial body x-rays are available. A gold money clip with "MB" engraved in the middle was found on the body. The agency's case number is 87114. The medical examiner was Dr. Jean Mason, 1403 Clybourne, Chicago whose phone number is (312) 529-2212. The medical examiner's case number is A28653.

SAMPLE FORMATTED ENTER (Call format with LFR.FEUP.):

```
LNEU V M/ BPS ALL SFX M RAC W
EYB 1950-1951 EDD 051087 DBF 051087 HGT 508-510 WGT 200-210
EYE BLU HAI BRO SMT CON LENSES FPC NANANANANANANANANA
OCA 87114 MIS BODY FOUND AT FIRE OF WEATHERBY APTS ON
IRVING PARK RD
BLT APOS CRC U FPA N BXR P
VRX
CDA A SMOKE INHALATION
JWT MC
JWL MC/GOLD WITH MB ENGRAVED IN MIDDLE
MAN DR JEAN MASON MD #A28653
MAL 1403 CLYBOURNE, CHICAGO IL MAT 312-529-2212
ORA PD CHICAGO IL ENT KCX OPR AK
```



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## VI. SAMPLE ENTER MESSAGES (Continued)

### C. UNIDENTIFIED LIVING ENTER PROBLEM

On July 14, 1987, a young black woman was observed at the corner of Fullerton and Racine. She seemed incoherent. A city worker called police who transported the woman to a hospital emergency room. Operator TL at Chicago PD was given the following information to enter a record: X-rays revealed a fracture of the lower right arm; no signs of foul play; no drug or alcohol abuse; a couple of bruises on the right side of the head; subject is in early 20's, 5'5", 115 pounds, with brown eyes and black hair; clothing consists of blue jeans, red pullover sweater, and black tennis shoes; only jewelry is a gold ring with pearl. Footprints and body x-rays are available. Blood type is AB Positive. Fingerprint Classification is the following: 061013AAAA03AAAAAAA. Your agency's Case Number is 57394.

### SAMPLE FORMATTED ENTER (Call format with LFR.FEUP.):

```
LNEU L  M/      BPS ALL      SEX F  RAC B
EYB 1953-1954  EDD      DBF      HGT 505-505  WGT 115-115
EYE BRO  HAI BLK  SMT FRC LR ARM  FPC 061013AAAA03AAAAAAA
OCA 57394      MIS FOUND INCOHERENT AT FULLERTON AND RACINE,
BLUE JEANS, RED SWEATER, BLACK TENNIS SHOES
      BLT ABPOS  CRC    FPA N  BXR P
VRX
CDA
JWT RI
JWL RI/GOLD WITH ONE PEARL
MAN
MAL      MAT
ORA PD CHICAGO IL      ENT KCX  OPR TL
```



## VII. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the data fields found in an NCIC Unidentified Person File record. Each field is described in a standard format labeled A through L.

### B. SUMMARY/INDEX

The opposite side of this card and the succeeding page is a summary/index for all Unidentified Person File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages.

### C. CODES

Some fields require the use of codes, which may be found immediately following the corresponding Field Description.



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## UNIDENTIFIED PERSONS FILE DATA FIELD SUMMARY / INDEX

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
FIELD NAME	FIELD CODE	UPERS-PAGE # FOR DETAILS	PAGE # FOR CODES	NO. OF POSITIONS (LENGTH)	CHARACTER TYPES (1)	USED WITH INQ.?	WHEN MODIFYING, ADD	WHEN MODIFYING, CHANGE	WHEN MODIFYING, DELETE	REQD. FOR ENTER?
Message Key/Record Label	MKE	37	37	4-5	C	Yes	N/A	No	No	Yes
M/	M/	38		15	L,N,P	No	N/A	N/A	N/A	No
Body Parts Status	BPS	39	39	14	C	Yes	N/A	Yes	No	Yes(2)
Sex	SEX	42	42	1	C	Yes	N/A	Yes	No	Yes
Race	RAC	43	43	1	C	Yes	N/A	Yes	No	Yes
Estimated Year of Birth	EYB	45		9	N,P	No	Varies	Yes	Varies	Yes(3)
Estimated Date of Death	EDD	46		6	N	No	Yes	Yes	Yes	No
Date Body Found	DBF	47		6	N	No	N/A	Yes	No	Yes
Height	HGT	48		7	C,N,P	Yes	N/A	Yes	No	Yes
Weight	WGT	49		7	C,N,P	Yes	N/A	Yes	No	Yes
Eye Color	EYE	50	50	3	C	Yes	N/A	Yes	No	Yes
Hair Color	HAI	51	51	3	C	Yes	N/A	Yes	No	Yes
Scars, Marks, Tattoos, Etc.	SMT	52	52	10	C	No	Yes	Yes	Yes	No
Fingerprint Classification	FPC	62	63	20	L,N	No	Varies	Yes	Varies	Yes(4)
Originating Authority's Case #	OCA	65		9	L,N,P	Yes	N/A	Yes	No	Yes
Miscellaneous (Permanent)	MIS	66		250	L,N,P	No	Yes	Yes	Yes	No
Blood Type/Rh Factor	BLT	68	68	5	C	No	Yes	Yes	Yes	No
Circumcision	CRC	69	69	1	C	No	Yes	Yes	Yes	No
Footprints Available	FPA	70	70	1	C	No	Varies	Yes	Varies	Yes(5)
Body X-Rays Available	BXR	71	71	1	C	No	Yes	Yes	Yes	Yes
Corrective Vision Prescription	VRX	72	72	40	L,N,P	No	Yes	Yes	Yes	No
Manner and Cause of Death	CDA	74	74	30	L,C	No	Varies	Yes	Varies	Yes(6)
Jewelry Type	JWT	75	75	50	C	No	Yes	Yes	Yes	No
Jewelry Description	JWL	76		99	L,N,P	No	Yes	Yes	Yes	No
Medical Examiner/Coroner	MAN	77		50	L,N,P	No	Yes	Yes	Yes	No
Agency Name & Case Number	MAL	78		30	L,N,P	No	Yes	Yes	Yes	No
Medical Examiner/Coroner Locality	MAT	79		12	N,P	No	Yes	Yes	Yes	No
Medical Examiner/Coroner Telephone Number										

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UNIDENTIFIED PERSONS FILE DATA FIELD SUMMARY / INDEX (Cont.)

A. FIELD NAME	B. FIELD CODE	X. UPERS- PAGE # FOR DETAILS	Y. PAGE # FOR CODES	C. NO. OF POSI- TIONS (LENGTH)	D. CHAR- ACTER TYPES (1)	E. USED WITH INQ.?	G. WHEN MODIFYING, YOU MAY			H. REQD. FOR ENTER?
							G.1 ADD	G.2 CHANGE	G.3 DELETE	
Area	ARE	80	82	2	C	Yes	N/A	N/A	N/A	No
Originating Authority's Agency Name	ORA	84		25	L,N,P	No	N/A	N/A	N/A	Yes
Entering Terminal CDC	ENT	85		3	C	No	N/A	N/A	N/A	Yes
Entering Terminal Operator's Initials/ID	OPR	86		2	L,N	No	N/A	N/A	N/A	Yes
NCIC Record Index Number	NIC	87		10	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.

(2) BPS is mandatory when MKE is EUD or EUV.

(3) EYB is mandatory if the BPS Field contains code "ALL".

(4) FPC is mandatory when MKE is EUL or when MKE is EUD or EUV if BPS Field contains code "ALL" or the alphabetic "R" in positions 5 and 8.

(5) FPA is mandatory if the BPS Field contains the code "ALL" or the alphabetic "R" in positions 11 and 14.

(6) CDA is mandatory when MKE is EUD or EUV.





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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 4 or 5 positions free-form. (LFR.FEUP. is enter format key.)
- D. CHARACTER TYPE(S) ALLOWED: Specific letters.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? N/A                      CHANGED? No                      DELETED? N/A
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: The message key tells the computer what kind of record is being entered (Unidentified Deceased, Catastrophe Victim, or Living Person) and whether a record is being modified, cancelled, inquired upon, or voided.
- K. ALLOWABLE DATA AND EDITS: The message key for an Unidentified Persons file message must be taken from the table below.

	<u>ENTER</u>	<u>MODIFY</u>	<u>CANCEL</u>
To call screen format	LFR.FEUP.	(None)	(None)
NCIC Only		LNMU	LNCU
Unidentified Deceased	LNEUD		
Unidentified Catastrophe Victim	LNEUV		
Unidentified Living Person	LNEUL		
	<u>VOID</u>	<u>INQUIRY</u>	<u>LOCATE</u>
To call screen format	(None)	(None)	N/A
NCIC Only	LN XU	LN QU	N/A

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:    M/
- B. FIELD CODE:    M/
- C. FIELD LENGTH:    15 positions.
- D. CHARACTER TYPE(S) ALLOWED:    All letters, numbers and special characters except the period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?    No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?    No
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED?    N/A

CHANGED?    N/A

DELETED?    N/A
- H. ON ENTRY, DATA IS:    Optional.
- J. PURPOSE AND USAGE:    May contain administrative information unique to your agency.
- K. ALLOWABLE DATA AND EDITS:

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UNIDENTIFIED PERSONS (9C)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Body Parts Status
- B. FIELD CODE: BPS
- C. FIELD LENGTH: 14 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. Shown in BODY PARTS STATUS CODES TABLE below.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? N/A                      CHANGED? Yes                      DELETED? No
- H. ON ENTRY, DATA IS: Required when Message Key Field contains the code "EUD" or "EUV". See L. NOTES.
- J. PURPOSE AND USAGE: The BPS Field in an EUD or EUV record entry describes whether the whole body or only part of the body has been recovered as well as the condition of those recovered parts, i.e., skeletal.
- K. ALLOWABLE DATA AND EDITS: The BPS Field is mandatory only when the Message Key Field contains the code "EUD" or "EUV".

Must be the codes ALL, SKL, or 14 characters consisting of the alphabets N, R, or S. For example, RRSSRRRNNRRR. Entry of 14 N's is invalid.

### BODY PARTS STATUS CODES TABLE

<u>BPS CODE</u>	<u>STATUS</u>
ALL	All body parts recovered
SKL	Skeleton recovered
N	Not recovered
S	Skeletal
R	Recovered

- L. NOTES:
  - 1. When the entire body has been recovered, enter the code "ALL", instead of typing 14 R's. The NCIC computer will automatically convert the code "ALL" to 14 R's.
  - 2. When the bones of all 14 major parts of a body have been recovered, enter the code "SKL", instead of typing 14 S's. The NCIC computer will convert the code "SKL" to 14 S's.

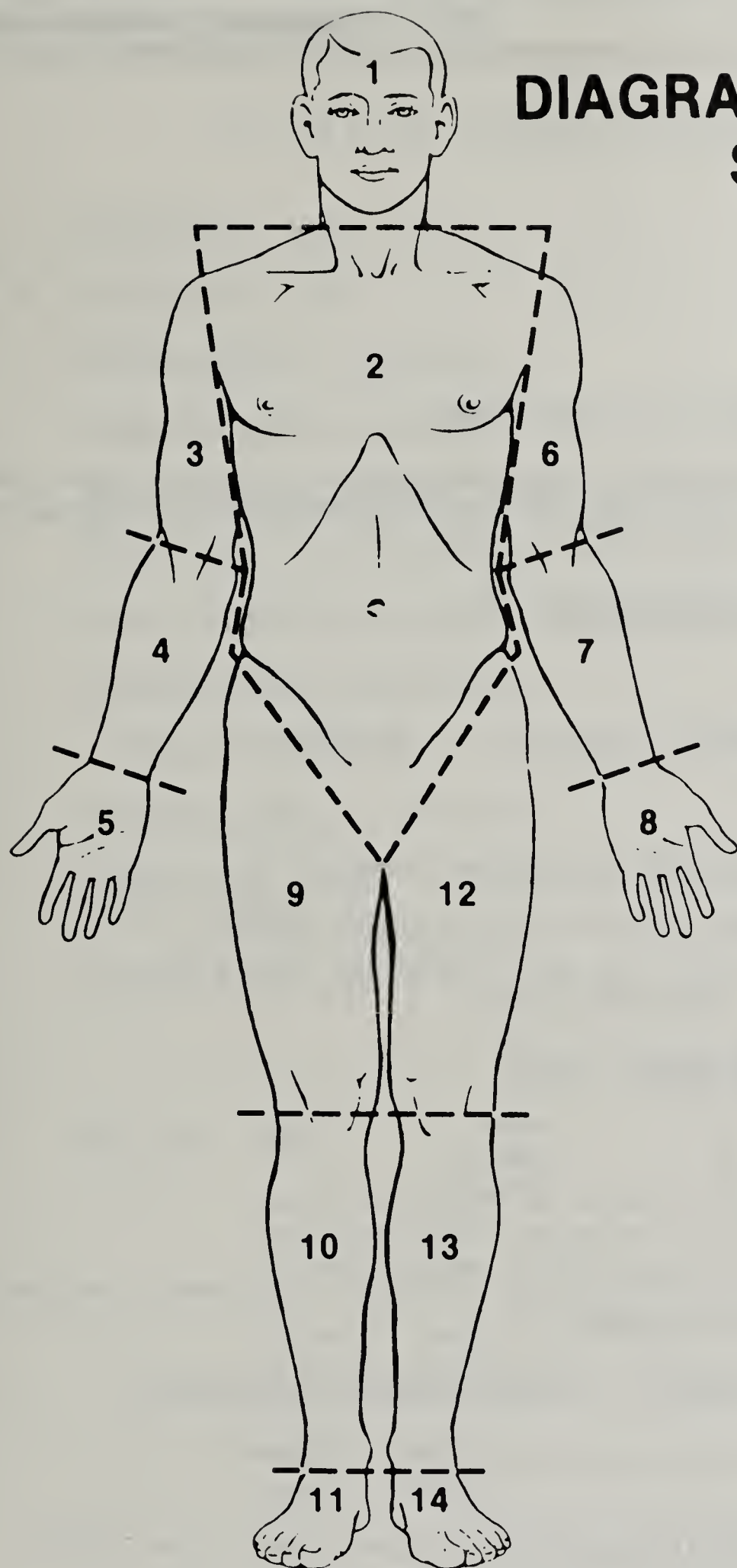


## BODY PARTS STATUS (BPS) (Continued)

3. When only part(s) of a body or skeleton has been recovered, refer to the diagram on page UPERS-41. The diagram shows the body divided into 14 parts which correspond to the 14 positions (characters) in the field. The field should be filled using the codes N (not recovered), S (recovered skeletal), or R (recovered) in the positions corresponding to the body parts. For example, if a body is recovered missing both legs, the field would be coded: RRRRRRRRNNNNNN.

4. Body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the BPS Field. Body parts which were amputated antemortem should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics (SMT) Field using the missing body parts codes.

NOTE: The BPS Field, along with the BPS Field inquiry, is used to link two or more agencies that recover parts of one body. After entering an Unidentified Person record for an incomplete body, a BPS Field inquiry should be made using the same BPS code that was entered in the record.



# 

N - Not Recovered  
R - Recovered  
S - Skeletal

- ☐ 1. HEAD
- ☐ 2. TORSO
- ☐ 3. RIGHT UPPER ARM
- ☐ 4. RIGHT FOREARM
- ☐ 5. RIGHT HAND
- ☐ 6. LEFT UPPER ARM
- ☐ 7. LEFT FOREARM
- ☐ 8. LEFT HAND
- ☐ 9. RIGHT UPPER LEG
- ☐ 10. RIGHT LOWER LEG
- ☐ 11. RIGHT FOOT
- ☐ 12. LEFT UPPER LEG
- ☐ 13. LEFT LOWER LEG
- ☐ 14. LEFT FOOT

### Instructions

The purpose of the body parts status is to link two or more agencies that recover parts of one body. Therefore, body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the Body Parts Status Field. Body parts which were amputated antemortem should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics Field using the missing body parts codes.

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UNIDENTIFIED PERSONS (9C)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Sex
- B. FIELD CODE: SEX
- C. FIELD LENGTH: 1 position.
- D. CHARACTER TYPE(S) ALLOWED: Specific alpha codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but not required for Body Parts Status Inquiry. If the sex is unknown, the Sex Field should not be included in the BPS inquiry.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No.
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Used to indicate the subject's sex.
- K. ALLOWABLE DATA AND EDITS: Must be one of the following codes:

### SEX CODES TABLE

<u>SEX Code</u>	<u>Sex</u>
M	Male
F	Female
U	Unknown

NOTE: The inclusion of sex in a BPS Inquiry will limit the records returned to the inquiring agency as indicated below:

<u>Sex (SEX) Field Inquiry Code</u>	<u>Codes Returned In Responses</u>
F (Female)	F and U (Unknown)
M (Male)	M and U

If the sex is unknown, the SEX FIELD should not be included in the inquiry.

For Personal Descriptor Inquiries, sex must match exactly.



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UNIDENTIFIED PERSONS (9C)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Race
- B. FIELD CODE: RAC
- C. FIELD LENGTH: 1 position.
- D. CHARACTER TYPE(S) ALLOWED: Specific alpha codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Required for Physical Descriptor Inquiry. Not required for Body Parts Status Inquiry. If the race is unknown, the RAC Field should not be included in the BPS Inquiry.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No.
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED? N/A

CHANGED? Yes

DELETED? No
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To indicate the subject's race as an aid in positive identification.
- K. ALLOWABLE DATA AND EDITS: Must be a code from the following table:

### RACE CODES TABLE

<u>RAC Code</u>	<u>Race</u>
I	American Indian or Alaskan Native - a person having origins in any of the original peoples of the Americas and who maintains cultural identification through tribal affiliations or community recognition.
A	Asian or Pacific Islander - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
B	Black - a person having origins in any of the black racial groups of Africa.
W	White - a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
U	Unknown

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## RACE (RAC) (Continued)

NOTE: The inclusion of Race in a BPS inquiry will limit the records returned to the inquiring agency as indicated below:

<u>Race (RAC) Field Inquiry Code</u>	<u>Codes Returned In Responses</u>
A	A, B, I, U (Unknown), and W
B	A, B, I, and U
I	A, B, I, U, and W
W	A, I, U, and W

If the race is unknown, the RAC Field should not be included in the inquiry.

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UNIDENTIFIED PERSONS (9C)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Estimated Year of Birth
- B. FIELD CODE: EYB
- C. FIELD LENGTH: 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                      |                     |                        |
|----------------------|---------------------|------------------------|
| <u>ADDED?</u> Varies | <u>CHANGED?</u> Yes | <u>DELETED?</u> Varies |
|----------------------|---------------------|------------------------|
- H. ON ENTRY, DATA IS: Required if the BPS Field contains the code "ALL".
- J. PURPOSE AND USAGE: To allow the entering agency to estimate the year of birth within 20 years.
- K. ALLOWABLE DATA AND EDITS: Must be four numeric characters followed by a hyphen and four numeric characters.
- L. NOTES:
1. Enter the estimated year of birth provided by the medical examiner, coroner, or investigating officer.
  2. If the exact year of birth is known, it must be entered twice, e.g., 1947-1947.
  3. If the estimated year of birth is expressed in a range, enter the range, e.g., 1948-1953. NOTE: This field is restricted to a range of 20 years (e.g., 1933-1953) and is mandatory when the Body Parts Status (BPS) Field contains the code "ALL" or 14 R's.
  4. If the medical examiner's, coroner's, or investigating officer's report contains an estimated year of birth range of more than 20 years, and the code "ALL" or 14 R's is entered in the BPS Field, enter the earliest estimated year of birth, followed by a hyphen and the earliest year of birth plus 20 years in the EYB Field. Also, enter the time range in the Miscellaneous (MIS) Field. For example, if the report contains 1933 to 1958 as the estimated year of birth, enter EYB/1933-1953 and MIS/EYB is 1933-1958.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Estimated Date of Death
- B. FIELD CODE:   EDD
- C. FIELD LENGTH:   6 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED?   Yes                      CHANGED?   Yes                      DELETED?   Yes
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   To allow the entering agency to estimate the date of death.
- K. ALLOWABLE DATA AND EDITS:   Must be six numeric characters representing month, day, and year in that order. The first two positions may contain zeros to indicate that the month cannot be estimated. If both positions one and two are not zeros, they must contain a value of 01 through 12.
- Positions three and four may contain zeros to indicate that the day cannot be estimated. If both positions three and four are not zeros, the day indicated cannot exceed the maximum number of days in the month indicated in positions one and two. If a complete date is entered, it cannot be more than 50 years prior to the date that the entry or modification message is transmitted.
- If a partial date is entered, the year (positions five and six) cannot be more than 50 years prior to the year that the entry or modification message is transmitted. If positions one and two are zeros, to indicate that the month is unknown, positions three and four must also be zeros.
- L. NOTES:   Enter the most recent estimate of date of death provided by the medical examiner/coroner, e.g., if the coroner estimates that death occurred between May and September, 1987, enter "090087" in the EDD Field.

EXAMPLES:

<u>Estimated Date Of Death</u>	<u>Enter As</u>
1987	000087
June, 1986	060086
July 12, 1987	071287

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Date Body Found
- B. FIELD CODE:   DBF
- C. FIELD LENGTH:   6 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   To indicate the date the body was found.
- K. ALLOWABLE DATA AND EDITS:   Must be six numeric characters representing month, day, and year in that order. Positions one and two must contain a value of 01 through 12. The day indicated in positions three and four cannot exceed the maximum number of days in the month indicated in positions one and two.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Approximate Height
- B. FIELD CODE: HGT
- C. FIELD LENGTH: Either 3 or 7 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha code "UNK", numerics, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To allow the entering agency to estimate the individual's height within 6 inches.
- K. ALLOWABLE DATA AND EDITS: Must be either the three alphabetic characters "UNK" for unknown or must be three numeric characters followed by a hyphen and three numeric characters. If the code "UNK" is not entered, positions one and five must be 1, 2, 3, 4, 5, 6, or 7 and positions two and six must be 0 or 1. If position two and/or six is 1, position three and/or seven must be 0 or 1. The height indicated in positions one through three may be less, but not more than six inches less, than the height indicated in positions five through seven. Positions five through seven may be identical to positions one through three to indicate that the exact height is known.
- L. NOTES:
1. Enter the estimated height of the individual (feet and inches) as reported by the medical examiner, coroner, or investigating officer.
  2. If the exact height is known, it must be entered twice, e.g., 510-510.  
NOTE: This field is restricted to a range of six inches. If the height range is more than six inches, e.g., 5'00" to 5'08", obtain a height from the medical examiner, coroner, or officer which falls within a range of six inches, e.g., 5'01" to 5'07". Enter the new range in the HGT Field, e.g., HGT/501-507 and enter the original height in the Miscellaneous Field, e.g., MIS/HGT is 500-508.
  3. The code "UNK" may be entered to indicate that the height cannot be determined.



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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Approximate Weight
- B. FIELD CODE:   WGT
- C. FIELD LENGTH:   Either 3 or 7 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Three-character alpha code "UNK", numerics, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   To allow the entering agency to estimate the individual's weight within 50 pounds.
- K. ALLOWABLE DATA AND EDITS:   Must be the three alphabetic characters "UNK" or three numeric characters followed by a hyphen and three numeric characters.
- L. NOTES:
1. Enter the estimated weight of the individual (in pounds) as reported by the medical examiner, coroner, or investigating officer.
  2. If the exact weight is known, it must be entered twice, e.g., 175-175.  
NOTE: This field is restricted to a range of 50 pounds. If the weight range is more than 50 pounds, e.g., 125 to 190, obtain a weight from the medical examiner, coroner, or officer which falls within a range of 50 pounds, e.g., 132 to 182. Enter the new range in the WGT Field, e.g., WGT/132-182 and enter the original weight in the Miscellaneous Field, e.g., MIS/WGT is 125-190.
  3. The code "UNK" may be entered to indicate that the estimated weight cannot be determined.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Eye Color
- B. FIELD CODE: EYE
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? N/A                      CHANGED? Yes                      DELETED? No
- H. ON ENTRY, DATA IS: Required. If eye color is not known, enter the code "XXX" in the EYE Field.
- J. PURPOSE AND USAGE: To describe the subject's eye color.
- K. ALLOWABLE DATA AND EDITS: Must be a code from the table below:

EYE COLOR CODES TABLE

<u>Eye Color Code</u>	<u>Color</u>
BLK	Black
BLU	Blue
BRO	Brown
GRY	Grey
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolored
PNK	Pink
XXX	Unknown

NOTE: If "XXX" is used in the Eye Color Field in a Physical Descriptor Inquiry, NCIC will only search for records with "XXX" in this field.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Hair Color
- B. FIELD CODE: HAI
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? N/A                      CHANGED? Yes                      DELETED? No
- H. ON ENTRY, DATA IS: Required. If hair color is not known, enter the code "XXX" in the HAI Field.
- J. PURPOSE AND USAGE: To describe the subject's hair color.
- K. ALLOWABLE DATA AND EDITS: Must be a code from the following table:

### HAIR COLOR CODES TABLE

<u>HAI Code</u>	<u>Hair Color</u>
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Grey or Partially Grey
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown (to be used when person is completely bald)

- NOTE:
1. If the unidentified person is bald, enter code "BALD" in SMT Field.
  2. If "XXX" is used in the Hair Color Field in a Physical Descriptor Inquiry, NCIC will only search for records with "XXX" in this field.



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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Scars, Marks, Tattoos, and Other Characteristics
- B. FIELD CODE: SMT
- C. FIELD LENGTH: 4 to 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: Specific alphabetic codes including spaces.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: SMT data helps in positive identification of unknown individuals.
- K. ALLOWABLE DATA AND EDITS: Data must be one of the NCIC-assigned codes from the tables beginning on the next page. Any spaces embedded in a code must be entered exactly as shown in the tables.

NOTE: Body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the BPS Field. Body parts which were amputated antemortem should be coded in the SMT Field using the missing body parts codes.

### SMT CATEGORY INDEX

<u>PAGE</u>	<u>CATEGORY</u>
53	Artificial (ART) Body Parts and Aids
53	Deafness
53	Deformities
54	Drugs of Abuse (DA)
54	Eye Disorders
54	Fractured (FRC) Bones
55	Medical Conditions and Diseases (MC)
56	Medical Devices (MED)
56	Missing (MISS) Body Parts and Organs
57	Moles (MOLE)
57	Needle ("Track") Marks (NM)
58	Other Physical Characteristics
58	Scars (SC)
59	Skin Discolorations (DISC)
60	Tattoos (TAT)
61	Therapeutic Drugs (TD)

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## SCARS, MARKS, & TATTOOS CODES TABLE

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Artificial (ART) Body Parts and Aids

ART L ARM	Arm, left, artificial
ART R ARM	Arm, right, artificial
BRAC L ARM	Brace, left, arm
BRAC R ARM	Brace, right, arm
BRACE BACK	Brace, back
BRAC L LEG	Brace, left, leg
BRAC R LEG	Brace, right, leg
BRACE NECK	Brace, neck
BRAC TEETH	Braces, teeth
CON LENSES	Contact eye lenses
DENT LOW	Denture, lower
DENT UP	Denture, upper
DENT UP LO	Denture, upper and lower
ART L EAR	Ear, left, artificial
ART R EAR	Ear, right, artificial
ART L EYE	Eye, left, artificial
ART R EYE	Eye, right, artificial
ART L FT	Foot, left, artificial
ART R FT	Foot, right, artificial
GLASSES	Glasses (prescription)
ART L HND	Hand, left, artificial
ART R HND	Hand, right, artificial
HEAR AID	Hearing aid
ART L LEG	Leg, left, artificial
ART R LEG	Leg, right, artificial

### Deafness

DEAF EAR	Deaf, ear (nonspecific)
DEAF L EAR	Deaf, left ear
DEAF R EAR	Deaf, right ear
DEAF	Deaf, left and right ears
DEAF MUTE	Deaf-mute (Also see MUTE Under Deformities)

### Deformities

CAUL L EAR	Cauliflower ear, left
CAUL R EAR	Cauliflower ear, right
CLEFT PAL	Cleft palate
CRIP L ARM	Crippled arm, left
CRIP R ARM	Crippled arm, right
CRIP L FGR	Crippled finger(s), left hand (includes webbed fingers)
CRIP R FGR	Crippled finger(s), right hand (includes webbed fingers)
CRIP L FT	Crippled foot, left (includes clubfoot)
CRIP R FT	Crippled foot, right (includes clubfoot)
CRIP L HND	Crippled hand, left
CRIP R HND	Crippled hand, right
CRIP L LEG	Crippled leg, left
CRIP R LEG	Crippled leg, right
CRIP L TOE	Crippled toe(s), left
CRIP R TOE	Crippled toe(s), right
DEV SEPTUM	Deviated septum
EXTR BRST	Extra breast, (nonspecific)
EXTR CBRST	Extra breast, center
EXTR LBRST	Extra breast, left
EXTR RBRST	Extra breast, right
EXTR L FGR	Extra finger(s), left hand
EXTR R FGR	Extra finger(s), right hand

Deformities Continued On Next Page



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## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Deformities (Continued)</u>		
	EXTR NIP	Extra nipple (nonspecific)
	EXTR C NIP	Extra nipple, center
	EXTR L NIP	Extra nipple, left
	EXTR R NIP	Extra nipple, right
	EXTR L TOE	Extra toe(s), left foot
	EXTR R TOE	Extra toe(s), right foot
	HARELIP	Harelip
	HUMPBACED	Humpbacked
	MUTE	Mute (To be used if person is mute but not deaf.)
	PROT U JAW	Protruding upper jaw
	PROT L JAW	Protruding lower jaw
	SHRT L LEG	Shorter left leg
	SHRT R LEG	Shorter right leg
<u>Drugs of Abuse (DA)</u>		
	DA ALCOHOL	Alcohol
	DA MARIJUA	Marijuana
	DA NARCOTI	Narcotics, including: Heroin, Morphine, Dilaudid, Methadone, etc.
	DA COCAINE	Cocaine
	DA HALLUCI	Hallucinogens
	DA AMPHETA	Amphetamines including: stimulants, speed, etc.
	DA BARBITU	Barbiturates
	DA OTHER	Other drugs of abuse not listed above, identify in the Miscellaneous (MIS) Field.
<u>Eye Disorders</u>		
	CATARACT	Cataract (nonspecific)
	CATA L EYE	Cataract, left eye
	CATA R EYE	Cataract, right eye
	CROSSEYED	Cross-eyed
	BLND EYE	Blind, one eye (nonspecific)
	BLND L EYE	Eye, left, blind
	BLND R EYE	Eye, right, blind
	BLIND	Eyes, left and right, blind
<u>Fractured (FRC) Bones</u>		
	FRC ANKL	Ankle (nonspecific)
	FRC L ANKL	Ankle, left
	FRC R ANKL	Ankle, right
	FRC ARM	Arm (nonspecific)
	FRC UL ARM	Arm, upper left
	FRC LL ARM	Arm, lower left
	FRC UR ARM	Arm, upper right
	FRC LR ARM	Arm, lower right
	FRC BACK	Back
	FRC CLAVIC	Clavicle (nonspecific)
	FRC LCLAVI	Clavicle, left
	FRC RCLAVI	Clavicle, right
	FRC FGR	Fingers (nonspecific)
	FRC L FGR	Finger(s), left hand
	FRC R FGR	Finger(s), right hand
	FRC FOOT	Foot (nonspecific)
	FRC L FOOT	Foot, left
	FRC R FOOT	Foot, right

Fractured Bones Continued On Next Page



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## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Fractured (FRC) Bones (Continued)</u>		
	FRC HAND	Hand (nonspecific)
	FRC L HAND	Hand, left
	FRC R HAND	Hand, right
	FRC JAW	Jaw (nonspecific)
	FRC UL JAW	Jaw, upper left
	FRC LL JAW	Jaw, lower left
	FRC UR JAW	Jaw, upper right
	FRC LR JAW	Jaw, lower right
	FRC KNEE	Knee (nonspecific)
	FRC L KNEE	Knee, left
	FRC R KNEE	Knee, right
	FRC LEG	Leg (nonspecific)
	FRC UL LEG	Leg, upper left
	FRC LL LEG	Leg, lower left
	FRC UR LEG	Leg, upper right
	FRC LR LEG	Leg, lower right
	FRC NECK	Neck
	FRC NOSE	Nose
	FRC PELVIS	Pelvis (nonspecific)
	FRC LPELVI	Pelvic bone, left
	FRC RPELVI	Pelvic bone, right
	FRC RIBS	Ribs (nonspecific)
	FRC L RIB	Rib Cage, left
	FRC R RIB	Rib Cage, right
	FRC SHLD	Shoulder (nonspecific)
	FRC L SHLD	Shoulder, left
	FRC R SHLD	Shoulder, right
	FRC SKULL	Skull
	FRC SPINE	Spine
	FRC STERN	Sternum
	FRC TOE	Toes (nonspecific)
	FRC L TOE	Toe(s), left foot
	FRC R TOE	Toe(s), right foot
	FRC WRIST	Wrist (nonspecific)
	FRC L WRST	Wrist, left
	FRC R WRST	Wrist, right

## Medical Conditions and Diseases (MC)

MC HEART	Heart or circulatory diseases including: high blood pressure, heart failure, heart attack, hardening of the arteries, and circulation problems.
MC LIVER	Liver disease including: alcoholism, cirrhosis, and hepatitis.
MC NERVOUS	Nervous conditions including: seizures, stroke, senility, and mental retardation.
MC BEHAVIO	Behavior disorders including: depression, suicidal tendencies (past and present), schizophrenia.
MC DRUGAB	Drug abuse
MC PREGNAN	Pregnancy, past and present
MC CANCER	Cancer
MC ALLERGY	Allergies including asthma
MC OTHER	Other medical disorders/conditions not listed above, identify in the Miscellaneous (MIS) Field

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## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Medical Devices (MED) and Body Implants</u>		
	ART ELBOW	Elbow joint, artificial
	ART HIP	Hip joint, artificial
	ART KNEE	Knee joint, artificial
	ART LARYNX	Larynx, artificial
	ART SHLD	Shoulder joint, artificial
	CARD PACEM	Cardiac pacemaker
	COLOST APP	Colostomy appliances
	INTRA ROD	Intramedullary rod
	IUD	Intrauterine device
	ORTH NAIL	Orthopedic nail or pin
	ORTH PLATE	Orthopedic plate
	ORTH SCREW	Orthopedic screw
	SHUNT ART	Shunt, arterial
	SHUNT CERB	Shunt, cerebral ventricle
	SKL PLATE	Skull plate
	STAPLES	Staples
	EAR TUBES	Ear tubes
	TUBE L EAR	Left ear tube
	TUBE R EAR	Right ear tube
	VASC PROTH	Vascular prosthesis
	WIRE SUTUR	Wire sutures

## Missing (MISS) Body Parts and Organs

MISS ADND	Missing adenoids
MISS APPNX	Missing appendix
MISS L ARM	Missing arm, left
MISS R ARM	Missing arm, right
MISS LLARM	Missing arm, lower left
MISS LRARM	Missing arm, lower right
MISS BRSTS	Missing breasts
MISS LBRST	Missing breast, left
MISS RBRST	Missing breast, right
MISS L EAR	Missing ear, left
MISS R EAR	Missing ear, right
MISS L EYE	Missing eye, left
MISS R EYE	Missing eye, right
MISS L FGR	Missing finger(s), left hand
MISS R FGR	Missing finger(s), right hand
MISS L FJT	Missing finger joint(s), left hand
MISS R FJT	Missing finger joint(s), right hand
MISS L FT	Missing foot, left
MISS R FT	Missing foot, right
MISS GALL	Missing gallbladder
MISS L HND	Missing hand, left
MISS R HND	Missing hand, right
MISS INTES	Missing intestines
MISS L KID	Missing kidney, left
MISS R KID	Missing kidney, right
MISS LRYNX	Missing larynx
MISS L LEG	Missing leg, left
MISS R LEG	Missing leg, right
MISS LLLEG	Missing leg, lower left
MISS LRLEG	Missing leg, lower right
MISS LLUNG	Missing lung, left
MISS RLUNG	Missing lung, right
MISS NOSE	Missing nose

Missing Body Parts and Organs Continued On Next Page



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## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Missing (MISS) Body Parts and Organs (Continued)</u>		
	MISS OVARS	Missing ovaries
	MISS LOVAR	Missing ovary, left
	MISS ROVAR	Missing ovary, right
	MISS PANCR	Missing pancreas
	MISS PROST	Missing prostate gland
	MISS SPLEN	Missing spleen
	MISS STOMA	Missing stomach
	MISS L TES	Missing testis, left
	MISS R TES	Missing testis, right
	MISS THYRD	Missing thyroid
	MISS L TOE	Missing toe(s), left foot
	MISS R TOE	Missing toe(s), right foot
	MISS TONG	Missing tongue
	MISS TONSL	Missing tonsils
	MISS UTRUS	Missing uterus

### Moles (MOLE)

MOLE L ARM	Arm, left
MOLE R ARM	Arm, right
MOLE BACK	Back
MOLE BRST	Mole breast (nonspecific)
MOLE LBRST	Mole breast, left
MOLE RBRST	Mole breast, right
MOLE BUTTK	Buttocks (nonspecific)
MOLE L BUT	Buttock, left
MOLE R BUT	Buttock, right
MOLE L CHK	Cheek (face), left
MOLE R CHK	Cheek (face), right
MOLE CHEST	Chest
MOLE CHIN	Chin
MOLE L EAR	Ear, left
MOLE R EAR	Ear, right
MOLE L EYE	Mole, left eyebrow or left eye area
MOLE R EYE	Mole, right eyebrow or right eye area
MOLE L FGR	Finger(s), left hand
MOLE R FGR	Finger(s), right hand
MOLE FHD	Forehead
MOLE L HND	Hand, left
MOLE R HND	Hand, right
MOLE L LIP	Lip, lower
MOLE U LIP	Lip, upper
MOLE NECK	Neck
MOLE NOSE	Nose
MOLE L WRS	Wrist, left
MOLE R WRS	Wrist, right

### Needle ("Track") Marks (NM)

NM L ARM	Arm, left
NM R ARM	Arm, right
NM L BUTTK	Buttock, left
NM R BUTTK	Buttock, right
NM L FGR	Finger(s), left hand
NM R FGR	Finger(s), right hand
NM L FOOT	Foot, left
NM R FOOT	Foot, right
NM L HND	Hand, left
NM R HND	Hand, right

Needle ("Track") Marks Continued On Next Page



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## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Needle ("Track") Marks (NM) (Continued)</u>		
	NM L LEG	Leg, left
	NM R LEG	Leg, right
	NM L THIGH	Thigh, left
	NM R THIGH	Thigh, right
	NM L WRIST	Wrist, left
	NM R WRIST	Wrist, right
<u>Other Physical Characteristics</u>		
	BALD	Bald/Balding
	CLEFT CHIN	Cleft chin
	DIMP CHIN	Dimple, chin
	DIMP L CHK	Dimples, left cheek (face)
	DIMP R CHK	Dimples, right cheek (face)
	FRECKLES	Freckles
	HAIR IMPL	Hair implants
	PRCD EAR	Pierced ear (one) (nonspecific)
	PRCD EARS	Ears, pierced
	PRCD L EAR	Ear, left, pierced
	PRCD R EAR	Ear, right, pierced
	PRCD NOSE	Nose, pierced
<u>Scars (SC)</u>		
	SC ABDOM	Abdomen
	SC ANKL	Scar Ankle (nonspecific)
	SC L ANKL	Ankle, left
	SC R ANKL	Ankle, right
	SC ARM	Scar arm (nonspecific)
	SC L ARM	Arm, left (nonspecific) (Be more specific if possible.)
	SC R ARM	Arm, right (nonspecific) (Be more specific if possible.)
	SC UL ARM	Arm, left upper
	SC UR ARM	Arm, right upper
	SC BACK	Back
	SC BREAST	Breast
	SC L BRST	Scar breast, left
	SC R BRST	Scar breast, right
	SC BUTTK	Buttocks (nonspecific)
	SC L BUTTK	Buttock, left
	SC R BUTTK	Buttock, right
	SC CALF	Scar calf (nonspecific)
	SC L CALF	Calf, left
	SC R CALF	Calf, right
	SC CHK	Scar cheek (nonspecific)
	SC L CHK	Cheek (face), left
	SC R CHK	Cheek (face), right
	SC CHEST	Chest
	SC CHIN	Chin
	SC EAR	Scar ear (nonspecific)
	SC L EAR	Ear, left
	SC R EAR	Ear, right
	SC ELBOW	Scar elbow (nonspecific)
	SC L ELB	Elbow, left
	SC R ELB	Elbow, right
	SC EYE	Scar eyebrow, eye area (nonspecific)
	SC L EYE	Eyebrow, left/left eye area
	SC R EYE	Eyebrow, right/right eye area

Scars Continued On Next Page

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## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Scars (SC) (Continued)</u>		
	SC FACE	Face (Be more specific regarding location if possible.)
	SC FGR	Scar finger (nonspecific)
	SC L FGR	Finger(s), left hand
	SC R FGR	Finger(s), right hand
	SC FOOT	Scar foot (nonspecific)
	SC L FT	Foot, left
	SC R FT	Foot, right
	SC F ARM	Scar forearm (nonspecific)
	SC LF ARM	Forearm, left
	SC RF ARM	Forearm, right
	SC FHD	Forehead
	SC HAND	Scar hand (nonspecific)
	SC L HND	Hand, left
	SC R HND	Hand, right
	SC HEAD	Head (Be more specific regarding location if possible.)
	SC KNEE	Scar knee (nonspecific)
	SC L KNEE	Knee, left
	SC R KNEE	Knee, right
	SC LEG	Scar leg (nonspecific)
	SC L LEG	Leg, left (nonspecific) (Be more specific if possible.)
	SC R LEG	Leg, right (nonspecific) (Be more specific if possible.)
	SC LIP	Scar lip (nonspecific)
	SC LOW LIP	Lip, lower
	SC UP LIP	Lip, upper
	SC NECK	Neck
	SC NOSE	Nose
	POCKMARKS	Pockmarks
	SC SHLD	Scar shoulder (nonspecific)
	SC L SHLD	Shoulder, left
	SC R SHLD	Shoulder, right
	SC THGH	Scar thigh (nonspecific)
	SC L THGH	Thigh, left
	SC R THGH	Thigh, right
	SC WRIST	Scar wrist (nonspecific)
	SC L WRIST	Wrist, left
	SC R WRIST	Wrist, right

### Skin Discolorations (including birthmarks) (DISC)

DISC ABDOM	Abdomen
DISC L ANK	Ankle, left
DISC R ANK	Ankle, right
DISC L ARM	Arm, left
DISC R ARM	Arm, right
DISC BACK	Back
DISC BUTTK	Buttocks (nonspecific)
DISC L BUT	Buttock, left
DISC R BUT	Buttock, right
DISC L CHK	Cheek (face), left
DISC R CHK	Cheek (face), right
DISC CHEST	Chest
DISC CHIN	Chin
DISC L EAR	Ear, left
DISC R EAR	Ear, right
DISC L EYE	Eyebrow, left/left eye area
DISC R EYE	Eyebrow, right/right eye area
DISC L FGR	Finger(s), left hand
DISC R FGR	Finger(s), right hand

Skin Discolorations (including birthmarks) Continued On Next Page



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## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Skin Discolorations (including birthmarks) (DISC) (Continued)</u>		
	DISC L FT	Foot, left
	DISC R FT	Foot, right
	DISC FHD	Forehead
	FRECKLES	Freckles
	DISC L HND	Hand, left
	DISC R HND	Hand, right
	DISC LKNEE	Knee, left
	DISC RKNEE	Knee, right
	DISC L LEG	Leg, left
	DISC R LEG	Leg, right
	DISC L LIP	Lip, lower
	DISC U LIP	Lip, upper
	DISC NECK	Neck
	DISC NOSE	Nose
	DISC LSHLD	Shoulder, left
	DISC RSHLD	Shoulder, right
	DISC L WRS	Wrist, left
	DISC R WRS	Wrist, right

### Tattoos (TAT)

TAT ABDOM	Abdomen
TAT L ANKL	Ankle, left
TAT R ANKL	Ankle, right
TAT L ARM	Arm, left (nonspecific) (Be more specific if possible.)
TAT R ARM	Arm, right (nonspecific) (Be more specific if possible.)
TAT UL ARM	Arm, left upper
TAT UR ARM	Arm, right upper
TAT BACK	Back
TAT BREAST	Breast (nonspecific)
TAT L BRST	Breast, left
TAT R BRST	Breast, right
TAT BUTTK	Buttocks (nonspecific)
TAT L BUTK	Buttock, left
TAT R BUTK	Buttock, right
TAT L CALF	Calf, left
TAT R CALF	Calf, right
TAT L CHK	Cheek (face), left
TAT R CHK	Cheek (face), right
TAT CHEST	Chest
TAT CHIN	Chin
TAT L EAR	Ear, left
TAT R EAR	Ear, right
TAT FACE	Face (Be more specific regarding location if possible.)
TAT L FGR	Finger(s), left hand
TAT R FGR	Finger(s), right hand
TAT LF ARM	Forearm, left
TAT RF ARM	Forearm, right
TAT FHD	Forehead
TAT GROIN	Groin Area
TAT L HND	Hand, left
TAT R HND	Hand, right
TAT HEAD	Head (Be more specific regarding location if possible.)
TAT L KNEE	Knee, left
TAT R KNEE	Knee, right
TAT L LEG	Leg, left (nonspecific) (Be more specific if possible.)
TAT R LEG	Leg, right (nonspecific) (Be more specific if possible.)

Tattoos Continued On Next Page



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UNIDENTIFIED PERSONS (9C)

## SCARS, MARKS, & TATTOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Tattoos (TAT) (Continued)</u>		
	TAT NECK	Neck
	TAT NOSE	Nose
	TAT L SHLD	Shoulder, left
	TAT R SHLD	Shoulder, right
	TAT L THGH	Thigh, left
	TAT R THGH	Thigh, right
	TAT L WRS	Wrist, left
	TAT R WRS	Wrist, right
<u>Therapeutic Drugs (TD)</u>		
	TD ACONVUL	Anticonvulsants (seizure medicines) including: Dilantin, Mysoline, Phenobarbital, etc.
	TD HYPNOTI	Hypnotics (sleeping aides) including: barbiturates, Chloral Hydrate, Glutethemide, etc.
	TD TRANQUI	Tranquilizers including: Valium, Thorazine, Stellazine, etc.
	TD ADEPRES	Antidepressants (mood-lifters) including: Elavil, Triavil, Norpramine, Amitriptylene, Nortriptylene, etc.
	TD ANALGES	Analgesics (pain relievers) including: Darvon, Acetaminophen, Aspirin, etc.
	TD CARDIAC	Cardiac (heart) medications including: Digitalis, Digoxin, etc.
	TD OTHER	Other Therapeutic medications not listed above, identify in the Miscellaneous (MIS) Field.

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Fingerprint Classification
- B. FIELD CODE: FPC
- C. FIELD LENGTH: 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                      |                     |                        |
|----------------------|---------------------|------------------------|
| <u>ADDED?</u> Varies | <u>CHANGED?</u> Yes | <u>DELETED?</u> Varies |
|----------------------|---------------------|------------------------|
- H. ON ENTRY, DATA IS: Required if the MKE Field is "EUL" and if the BPS contains the code "ALL" or if positions 8 and 5 contain the alphabetic "R".
- J. PURPOSE AND USAGE: When evaluated with other identifiers, fingerprint classification can confirm or support a match and thus aid in the identification of an individual.
- K. ALLOWABLE DATA AND EDITS: Edits on this field will be the same as the edits on the Fingerprint Classification (FPC) Field in the current Wanted Person and Missing Person Files with the following additions:
1. The code "NA" will be permitted in the FPC Field of Unidentified Person File records to indicate that a finger was missing when the body was found excluding situations when a finger was amputated (and healed prior to death) and to indicate that the finger is present but cannot be classified because it has recently been mutilated or burned.
  2. The code "NFP" (for no fingerprints) will be permitted to indicate that all ten fingers were mutilated or burned. If an entry contains the FPC code NFP, the "NA" will be stored in all ten finger positions of the FPC Field.
  3. If the Unidentified Person File record has the message key "EUD" or "EUV", the FPC Field is mandatory if the Body Parts Status (BPS) Field contains the code "ALL" or if 14 alphanumerics are entered and positions five and eight contain the alphabetic "R".

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## FINGERPRINT CLASSIFICATION (FPC) (Continued)

The NCIC fingerprint classification is comprised of exactly 20 characters in a 20-position field. Two characters represent each finger as follows:

<u>Positions in FPC</u>	<u>Finger Represented</u>
1 and 2	Right thumb
3 and 4	Right index
5 and 6	Right middle
7 and 8	Right ring
9 and 10	Right little
11 and 12	Left thumb
13 and 14	Left index
15 and 16	Left middle
17 and 18	Left ring
19 and 20	Left little

## FINGERPRINT CLASSIFICATION CODES

<u>PATTERN TYPE</u>	<u>PATTERN SUBGROUP</u>	<u>FPC CODE</u>
Arch	Plain Arch	AA
	Tented Arch	TT
Loop	Radial Loop*	Two numeric characters. Determine actual ridge count and add fifty (50). For example, if the ridge count of a radial loop is 16, add 50 to 16 for a sum of 66. Enter this sum (66) in the appropriate finger position of the FPC Field.
	Ulnar Loop	Two numeric characters indicating actual ridge count (less than 50). For example, a ridge count of 14, enter as 14; a ridge count of 9, enter as 09.

\* Code RR was previously used to designate a radial loop. Some FPC's entered prior to adoption of the current method may still show this pattern as RR.



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## FINGERPRINT CLASSIFICATION (FPC) (Continued)

<u>PATTERN TYPE</u>	<u>PATTERN SUBGROUP</u>	<u>FPC CODE</u>
Whorl <sup>1</sup>	Plain Whorl	
	Inner	PI
	Meeting	PM
	Outer	PO
	Central Pocket Loop Whorl	
	Inner	CI
	Meeting	CM
	Outer	CO
	Double Loop Whorl	
	Inner	DI
	Meeting	DM
	Outer	DO
	Accidental Whorl	
	Inner	XI
	Meeting	XM
	Outer	XO
Missing/Amputated Finger <sup>2</sup>		XX
Scarred/Mutilated Pattern <sup>3</sup>		SR

The NCIC FPC for a set of fingerprints made up of all ulnar loops might read: 12101116141109111713. A combination of loops and whorls with an amputated right index finger might read 12XX11C0141159TTCI13.

---

<sup>1</sup>Prior to adoption of the above method for coding whorl patterns, this pattern was divided into inner, meeting, and outer subgroups only with codes II, MM, and 00, respectively. Some older records may show the codes II, MM, and 00.

<sup>2</sup>Code XX is used only in instances of missing and totally/partly amputated fingers which condition makes it impossible to accurately classify an impression according to the above instructions for NCIC FPC. It is recognized that under the Henry System, if a finger is missing or amputated, it is given a classification identical to the opposite finger; however, this must not be done in the NCIC FPC since the location of finger or fingers missing/amputated is not indicated.

<sup>3</sup>Code SR is used only in instances in which the fingerprint cannot be accurately classified because of complete scarring or mutilation and a classifiable print cannot be obtained. As in the case of missing and amputated fingers, the procedure for assigning the classification of the opposite finger, as is done under the Henry System, should not be used for the NCIC FPC.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and special characters except the period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Allows the entering agency to identify its record.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.
- Edits -- 1. Must not exceed 9 positions.  
2. Must not contain the word NONE.
- L. NOTES: You must enter data in this field. There is no LEADS record and thus no LEADS Record Index Number (LDS) is automatically inserted in the OCA Field as is the case with other files.

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Miscellaneous
- B. FIELD CODE: MIS
- C. FIELD LENGTH: Up to 250 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                        |
|-------------------|---------------------|------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Varies |
|-------------------|---------------------|------------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To amplify and clarify data or codes provided in other fields; to provide information not provided in other fields; and to help in identifying an individual. See NOTES in L. for various usage instructions.
- K. ALLOWABLE DATA AND EDITS: Extra periods (.) in a free-form entry or modify will cause the message to be rejected. The computer considers the first period to signal the end of the MIS Field. Do not use periods within the field for abbreviations or to end sentences. In the LFR.FEUP. format, use no periods at all.
- L. NOTES: DO NOT use the MIS Field to enter data for which a specific field is provided elsewhere in the format.

Use the following list to prioritize information in the Miscellaneous Field.

1. Explanation/description of scars, marks, tattoos, physical conditions, and physical descriptor fields, i.e., Height and Weight Fields.
2. Clothing Description/Shoes (size, color, style, laundry marks)
3. Medical Condition/Medication in Possession
4. Smoker/Tobacco Chewer (pipe, cigarette, cigar; brand)
5. Corrective Vision Prescription - See VRX Field.
6. Fingernails (polish, length, biter)
7. Amount of money in possession



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UNIDENTIFIED PERSONS (9C)

## MISCELLANEOUS (MIS) (Continued)

8. Left handed, right handed
9. Description of Circumstances/Possible Destination
10. Cross reference to related cases and/or unidentified persons.
11. Weapons - If a weapon is recovered, describe and show type (pistol, shotgun, rifle, or knife). Also, make a "Recovered Gun" entry.
12. Telephone Numbers (ORA 24-hour number and important emergency numbers)
13. Test Record - The MIS Field should begin with the words "TEST, IGNORE" when you have entered a record for training purposes and did not use the training message key.

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Blood Type and Rh Factor
- B. FIELD CODE: BLT
- C. FIELD LENGTH: 4 or 5 positions.
- D. CHARACTER TYPE(S) ALLOWED: Must be a valid code.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes                      CHANGED? Yes                      DELETED? Yes
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: The correct blood type and Rh factor should be used as an aid to identify an individual.
- K. ALLOWABLE DATA AND EDITS: Must be one of the codes listed below:

### Blood Type (BLT) Codes Table

<u>Code</u>	<u>Description</u>
APOS	A Positive
ANEG	A Negative
AUNK	A Unknown
BPOS	B Positive
BNEG	B Negative
BUNK	B Unknown
ABPOS	AB Positive
ABNEG	AB Negative
ABUNK	AB Unknown
BUNK	B Unknown
OPOS	O Positive
ONEG	O Negative
OUNK	O Unknown

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Circumcision
- B. FIELD CODE: CRC
- C. FIELD LENGTH: 1 position.
- D. CHARACTER TYPE(S) ALLOWED: The letters C, N, or U.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To be used as an additional visual identifier and to provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS: Must be one of the following codes:
- | <u>Code</u> | <u>Description</u>  |
|-------------|---------------------|
| C           | Was circumcised     |
| N           | Was not circumcised |
| U           | Unknown             |
- L. NOTES: If sex is female, leave blank.



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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Footprints Available
- B. FIELD CODE:   FPA
- C. FIELD LENGTH:   1 position.
- D. CHARACTER TYPE(S) ALLOWED:   Must be "Y" (Yes) or "N" (No).
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED?   Varies                      CHANGED?   Yes                      DELETED?   Varies
- H. ON ENTRY, DATA IS:   Required for all Unidentified Person File records (MKE/EUD, EUL, and EUV) if the BPS Field contains the code "ALL" or if positions 11 and 14 contain the alphabetic "R".
- J. PURPOSE AND USAGE:   To provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS:   Must be one of the following codes:

<u>Code</u>	<u>Description</u>
Y	Yes
N	No

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Body X-rays Available
- B. FIELD CODE:   BXR
- C. FIELD LENGTH:   1 position.
- D. CHARACTER TYPE(S) ALLOWED:   Must be F, P, or N.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED?   Yes                      CHANGED?   Yes                      DELETED?   Yes
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   To provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS:   Must be one of the codes listed below:

<u>Code</u>	<u>Description</u>
F	X-rays available for all body parts recovered.
P	X-rays available for some, but not all, of the body or body parts recovered.
N	No X-rays are available.

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Corrective Vision Prescription
- B. FIELD CODE: VRX
- C. FIELD LENGTH: Up to 40 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&). The period (.) is not allowed. NCIC changes all letter 0's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |     |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | Yes | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | Yes |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To indicate the appropriate corrective vision prescription for the individual. A vision prescription usually contains two sets of values, one for the right lens and one for the left lens. The prescription for the right lens is usually prefixed with the characters OD or R. The prescription for the left lens is usually prefixed with the characters OS or I. Each prescription may contain up to five elements which describe the sphere, cylinder, axis, add (for bifocals), and prisms of the lens.
- K. ALLOWABLE DATA AND EDITS: Most prescriptions for juveniles will contain only the sphere, cylinder, and axis.

The VRX Field is to be coded exactly as the prescription was written by the ophthalmologist, optometrist, optician, or laboratory technician. Since the computer will not accept some the symbols used in the prescriptions, use the following codes to enter the required symbols:

<u>Code</u>	<u>Prescription Symbol</u>
P	+ (plus sign)
D	. (decimal)
E	+ (equals)
X	X (times)



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UNIDENTIFIED PERSONS (9C)

## CORRECTIVE VISION PRESCRIPTION (VRX) (Continued)

The following are some examples of vision prescriptions and the proper method for coding the VRX Field.

Rx OD-2.50=-.25x90 VRX/OD-2D50E-D25x90 OS-2D00E-D25X95  
OS-2.00=-.25x95

Rx R-1.75-.25x100 VRX/R-1D75-D25X100 L-1D50-D25X85  
L-1.50-.25x85

Rx OD PL=+1.00x180 VRX/OD PLEP1D00X180 OSP3D00EP1D00X170  
OS+3.00=+1.00x170

If the vision prescription contains more than 40 characters, enter the right lens information in the VRX Field and the left lens information in the Miscellaneous (MIS) Field. For example:

Rx OD-12.00=-.25x140 .5 Degrees Base Up  
OS-12.50=-.25x120 .5 Degrees Base Down

VRX/OD-12D00E-D25X140 D5 DEGREES BASE UP  
MIS/OS-12D50E-D25X120 D5 DEGREES BASE DOWN

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Manner and Cause of Death
- B. FIELD CODE: CDA
- C. FIELD LENGTH: 3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED: Specific codes, spaces, and alphabetics.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |        |                 |        |                 |        |
|---------------|--------|-----------------|--------|-----------------|--------|
| <u>ADDED?</u> | Varies | <u>CHANGED?</u> | Varies | <u>DELETED?</u> | Varies |
|---------------|--------|-----------------|--------|-----------------|--------|
- H. ON ENTRY, DATA IS: Required when MKE Field contains the code EUD or EUV.
- J. PURPOSE AND USAGE: To indicate the manner of death and the means by which the death occurred.

EXAMPLE: CDA/N CARDIAC ARREST

- K. ALLOWABLE DATA AND EDITS: The first character entered in the field must be one of the codes listed below. The code must be followed by a space. Any valid alpha numeric may follow in positions 3 through 30.

### MANNER AND CAUSE OF DEATH CODES TABLE

<u>CDA CODE</u>	<u>MEANING</u>
A	Accidental
H	Homicide
N	Natural Causes
S	Suicide
U	Unknown

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UNIDENTIFIED PERSONS (9C)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Jewelry Type
- B. FIELD CODE: JWT
- C. FIELD LENGTH: Up to 50 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To be used as an additional identifier and to provide lead information to investigating agencies of missing and unidentified person reports.
- K. ALLOWABLE DATA AND EDITS: Must be one of the codes from the table below. Each code may be used only once in the JWT Field. Codes must be separated by a comma; omit spaces.

### JEWELRY TYPE CODES TABLE

<u>JWT CODE</u>	<u>MEANING</u>
AB	Ankle bracelet (includes ankle bracelets having a pendant)
BB	Belt buckle
BP	Brooch or pin
CL	Cigarette lighter and holders
CO	Comb (includes hair combs, barrettes, and mustache combs)
CU	Cuff links
ER	Earrings (includes clasp and pierced and pendant earrings)
KC	Key chains
MC	Money clip
NE	Necklace (includes necklaces having a pendant or watch)
PK	Pocket knife
PC	Pocket watch chain (fob) or vest chain
RI	Ring
TC	Tie chain, clasp or tack
WP	Wallet or purse
WA	Watch (includes wrist, pocket, and stopwatches)
WB	Wrist bracelets (includes wrist bracelets having pendants, ID, and medical alert bracelets)



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Jewelry Description
- B. FIELD CODE:   JWL
- C. FIELD LENGTH:   Up to 100 positions.
- D. CHARACTER TYPE(S) ALLOWED:   All letters, numbers, and five special characters  
-- \$, /, comma, hyphen, and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   To further describe the subject's most unique jewelry,  
e.g., engravings, color, number of stones, etc.
- K. ALLOWABLE DATA AND EDITS:   There are no edits.

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Medical Examiner/Coroner Agency Name and Case Number
- B. FIELD CODE: MAN
- C. FIELD LENGTH: Up to 50 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To identify the medical examiner/coroner agency name and case number.
- K. ALLOWABLE DATA AND EDITS: There are no edits.

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Medical Examiner/Coroner Agency Locality
- B. FIELD CODE: MAL
- C. FIELD LENGTH: Up to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To identify the medical examiner/coroner address.
- K. ALLOWABLE DATA AND EDITS: There are no edits.



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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Medical Examiner/Coroner Agency Telephone Number
- B. FIELD CODE: MAT
- C. FIELD LENGTH: 12 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numerics and a hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To provide the telephone number of the medical examiner/coroner.
- K. ALLOWABLE DATA AND EDITS: Must be three numerics followed by a space, three numerics, a hyphen, and four numerics. For example: 202 324-5049.

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Area
- B. FIELD CODE:   ARE
- C. FIELD LENGTH:   2 positions.
- D. CHARACTER TYPE(S) ALLOWED:   2-character alphabetic code or 2-character alphabetic code followed by an asterisk.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   Yes, but not required.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED?   N/A

CHANGED?   N/A

DELETED?   N/A
- H. ON ENTRY, DATA IS:   N/A (Only used in inquiry messages.)
- J. PURPOSE AND USAGE:   Used in BPS Field inquiry. (Limits number of records returned.)
- K. ALLOWABLE DATA AND EDITS:   Must be a code from the table on the following pages.

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UNIDENTIFIED PERSONS (9C)

## AREA (ARE) (Continued)

### C O D E S     T A B L E

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
AL	Alabama	MT	Montana
AK	Alaska	NB	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		
US	United States -- Includes entries made by the following Federal/ U.S. military government agencies:		
	US Army Law Enforcement Division, Washington, D.C. (ORI/USA000000)		
	US Immigration Headquarters, Washington, D.C. (ORI/USINS0000)		
	USMC HQ Absentee/Deserter Sec., Washington, D.C. (ORI/USMC00000)		
	US Naval Investigative Service HQ, Suitland, MD (ORI/USNIS0000)		
	US Navy Bureau of Naval Personnel, Washington, D.C. (ORI/USN000000)		

#### Code    U.S. Territorial Possessions

PR    Puerto Rico  
VI    U.S. Virgin Islands

#### Code    Canadian Provinces

AB    Alberta  
BC    British Columbia  
MB    Manitoba  
NK    New Brunswick  
NF    Newfoundland (includes Labrador)  
NT    Northwest Territories  
NS    Nova Scotia  
ON    Ontario  
PE    Prince Edward Island  
PQ    Quebec  
SN    Saskatchewan  
YT    Yukon (Territory)



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## AREA (ARE) (Continued)

NOTE: The inclusion of Area in a BPS Field Inquiry will limit the records returned to the inquiring agency as indicated below:

<u>Area (ARE) Field Inquiry Code</u>	<u>ORI of Records Returned in Response</u>
AL	AL, FL, GA, LA, MS, NC, TN, & US.
AK	AK, BC, YT, & US.
AZ	AZ, CA, CO, NV, NM, UT, & US.
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US.
CA	AZ, CA, NV, OR, & US.
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US.
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US.
DE	DE, DC, MD, NJ, PA, VA, & US.
DC	DE, DC, MD, NJ, PA, VA, WV, & US.
FL	AL, FL, GA, MS, & US.
GA	AL, FL, GA, NC, SC, TN, & US.
HI	HI & US.
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US.
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US.
IN	IL, IN, KY, MI, OH, WI, ON, & US.
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US.
KS	AR, CO, IA, KS, MO, NB, NM, OK, TX, & US.
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US.
LA	AL, AR, LA, MS, OK, TX, & US.
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US.
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US.
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US.
MI	IL, IN, MI, MN, OH, WI, ON, & US.
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US.
MS	AL, AR, FL, LA, MS, MO, TN, & US.
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US.
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US.
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US.
NV	AZ, CA, ID, NV, OR, UT, & US.
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US.
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US.
NM	AZ, CO, KS, NM, OK, TX, UT, & US.
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US.
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US.
ND	MN, MT, ND, SD, WY, MB, SN, & US.
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US.
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US.
OR	CA, ID, NV, OR, WA, & US.
PA	CT, DE, DC, MD, MA, NJ, OH, PA, RI, VA, WV, ON, & US.
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US.
SC	GA, NC, SC, TN, & US.
SD	IA, MN, MT, NB, ND, SD, WY, & US.
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US.
TX	AR, CO, KS, LA, NM, OK, TX, & US.
UT	AZ, CO, ID, NV, NM, UT, WY, & US.
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US.
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US.
WA	ID, MT, OR, WA, BC, & US.
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US.
WI	IL, IN, IA, MI, MN, WI, & US.
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US.

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## AREA (ARE) (Continued)

Area (ARE) Field <u>Inquiry Code</u>	<u>ORI of Records Returned in Response</u>
AB	ID, MT, AB, BC, NT, SN, & US.
BC	AK, ID, MT, WA, AB, BC, NT, YT, & US.
MB	MN, MT, ND, MB, NT, ON, SN, & US.
NF	NF, PQ, & US.
NK	ME, NK, NS, PE, PQ, & US.
NS	ME, NK, NS, PE, & US.
NT	AB, BC, MB, NT, PQ, SN, YT, & US.
ON	IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US.
PE	NK, NS, PE, & US.
PQ	ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US.
SN	MT, ND, AB, MB, NT, SN, & US.
YT	AK, BC, NT, YT, & US.
PR	PR, VI, & US.
VI	PR, VI, & US.

NOTE: For inquiries, any of the listed ARE Field inquiry codes may be followed by an asterisk (\*). When an inquiry contains ARE/ followed by a valid inquiry code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI field.

### Examples:

- (A) An inquiry containing ARE/IL will retrieve records with AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, and US in the first two positions of the ORI Field.
- (B) An inquiry containing ARE/IL\* will retrieve records with IL and US in the first two positions of the ORI Field.



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## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and three special characters -- comma, hyphen, and /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |     |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | N/A | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To clearly identify the authority (and its location) which holds the original case file related to the record.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- 1. Must be the agency name of the authority holding the original case file, regardless of what agency sent the enter message. When entering a person for another agency, put the other agency's name in the ORA Field.

2. It is important that you use the same, identical wording in the ORA Field of all records you enter for any given agency. If you use a particular abbreviation, use it consistently for all records. The required format includes three elements: (1) Agency Type (e.g. PD, SO, ISP) or Agency Name (e.g. FBI), (2) City Name or County Name followed by "CO" and (3) "IL".

Examples:	ORA/PD SPRINGFIELD IL	for Springfield Police Department
	ORA/SO SANGAMON CO IL	for Sangamon County Sheriff's Office
	ORA/ISP SPRINGFIELD IL	for State Police Dist. 9 in Spfld.

- L. NOTES: NCIC records do not contain the ORA Field Code. Instead, an NCIC record will give the entering terminal's ORI number and a translation of the number which reads, "ORI IS SANGAMON CO SO SPRINGFIELD IL". The ORI might not be the (ORA) agency that holds the case report. For example, in Illinois the ORI that goes to NCIC is the entering terminal's ORI, but the ORA entered in the LEADS record may be a non-terminal agency.



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## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Entering Terminal's CDC
- B. FIELD CODE:   ENT
- C. FIELD LENGTH:   3 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Letters only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   Serves as a security measure to identify the entering terminal.
- K. ALLOWABLE DATA AND EDITS:   Must be the exact CDC of the terminal being used for the enter message.

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UNIDENTIFIED PERSONS (9C)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters A through Z and numerals 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To identify the entering operator.
- K. ALLOWABLE DATA AND EDITS: The only edit is to insure that the enter message contains two alphanumeric characters in the OPR Field.

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## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letters U, Z, and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: Automatically provided by NCIC.
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC file. Every Unidentified Person record which has been successfully entered into the NCIC Unidentified Persons File will contain a NIC number.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Unidentified Person File records always begin with the letter U for Unidentified. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula.
- L. NOTES: NIC Numbers also are used to identify base records when adding, modifying, or cancelling supplemental data. See Sections XIII. and XIV. of this Chapter.



11/11/2011	
1	11/11/2011
2	11/11/2011
3	11/11/2011
4	11/11/2011
5	11/11/2011
6	11/11/2011
7	11/11/2011
8	11/11/2011
9	11/11/2011
10	11/11/2011
11	11/11/2011
12	11/11/2011
13	11/11/2011
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93	11/11/2011
94	11/11/2011
95	11/11/2011
96	11/11/2011
97	11/11/2011
98	11/11/2011
99	11/11/2011
100	11/11/2011

## VIII. MODIFICATION OF UNIDENTIFIED PERSON RECORDS

### A. GENERAL MODIFICATION INFORMATION

1. What is Modification? -- Modification is a process to allow you to add, change, or delete data in an existing record that was entered by your agency. Data cannot be deleted from a mandatory field. You may only modify records that were entered by your agency. You cannot modify a record that was entered by another agency, even if you know the data is wrong and have correct data available.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed.
3. Modify Message Key -- The free-form modify message key for the Unidentified Person File is:

#### LNMU

There is no format message key.

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. These identifiers are used to help insure that you are in fact modifying the record you really wish to modify. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The required identifiers are NIC and OCA.

5. Random Sequence of Fields -- Following the message key, NIC, and OCA (required identifiers), the fields to be modified and their new contents may be listed in any order.
6. All Original Data Lost -- Whether you want to change all or part of the data in a particular field, the computer wipes out all of the original data in that field. This means that your modify message must include the contents for the entire field, even if you are changing only one character.
7. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields may be included in a single message.
8. Additional Guidelines for Unidentified Person Record Modification
  - A modification to an Unidentified Person record will cause a search against all Missing Person records. See Section V.B.
  - After modifying an Unidentified Deceased or Catastrophe Victim record, an inquiry should be made to retrieve a copy of the record. This copy should be forwarded to the medical examiner's or coroner's office that completed the unidentified person data collection form.

## VIII. MODIFICATION OF UNIDENTIFIED PERSON RECORDS (Continued)

### B. WHAT CAN & CANNOT BE MODIFIED?

1. Fields Which Can Be Modified -- Using the Unidentified Person File modify message key (LNMU), you may modify the contents of any of the following fields:

BPS - Body Parts Status	CRC - Circumcision
SEX - Sex	FPA - Footprints Available
RAC - Race	BXR - Body X-Rays Available
EYB - Estimated Year of Birth	VRX - Corrective Vision Prescription
EDD - Estimated Date of Death	CDA - Manner and Cause of Death
DBF - Date Body Found	JWT - Jewelry Type
HGT - Height	JWL - Jewelry Description
WGT - Weight	MAN - Medical Examiner/Coroner Agency Name & Case Number
EYE - Eye Color	MAL - Medical Examiner/Coroner Locality
HAI - Hair Color	MAT - Medical Examiner/Coroner Telephone Number
SMT - Scars, Marks, Tattoos, etc.	
FPC - Fingerprint Classification	
OCA - Originating Authority's Case #	
MIS - Miscellaneous	
BLT - Blood Type	

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be changed except by voiding the original record and entering an entirely new record:

MKE - Message Key	ENT - Entering Terminal CDC
ARE - Area	OPR - Entering Terminal Operator's Initials/ID
ORI - Originating Authority Identifier	NIC - NCIC Record Index Number
ORA - Originating Authority's Agency Name	



## VIII. MODIFICATION OF UNIDENTIFIED PERSON RECORDS (Continued)

### C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

#### 1. Adding Data

You have entered a record on an unidentified body using the initial report you were given. The record's NIC Number is U275475167 and the OCA is UP12345. You later receive a completed autopsy report which provides fingerprint information (12101116141109111713) and the exact height (5'08") of the deceased. You need to modify your record to include this new information.

LNMU.NIC/U275475167.OCA/UP12345.FPC/12101116141109111713.HGT/508-508.

#### 2. Changing Data

After reviewing the modified record, you discover that the weight you entered was 160-190 lbs. You realize that if you can come closer to the exact weight, you will increase your chances of making a computerized identification on the deceased. By contacting the medical examiner, you are able to determine the exact weight to be 150 lbs. The body, which had been found in water, was distorted and appeared much heavier than the person had actually been. You should modify the record to reflect the exact weight.

LNMU.NIC/U275475167.OCA/UP12345.WGT/150-150.

## VIII. MODIFICATION OF UNIDENTIFIED PERSON RECORDS (Continued)

### D. MODIFY ACKNOWLEDGMENT

Every modify message will be acknowledged either by a reject message or, if successful, by the following:

#### 1. Successful Modify Acknowledgment

- (a) IL0160000
- (b) MODIFY NIC/U275475167 OCA/UP12345

Line (a) is the ORI of the agency which sent the modify message.

Line (b) shows the record, indicated by its NIC and OCA numbers, has been successfully modified.

#### 2. Confirm Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to run an inquiry on the record and review the response message.

#### 3. No Partial Success -- There is no such thing as a partially successful modification. If you attempt to modify three fields with a single modify message and you are rejected because of an error in only one of the three fields, nothing was modified.

## IX. ADD-ON CAPABILITY

Unidentified Person records are entered into the NCIC File only, not LEADS. Since there is no add-on capability, it is necessary that you put the most important data in the Miscellaneous Field.

If you need to attach supplemental data to an Unidentified Person record, refer to Sections XIII. and XIV. of this chapter.





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UNIDENTIFIED PERSONS (9C)

## X. VOIDING

A. WHAT IS VOIDING? -- Voiding an Unidentified Person record is the process of removing the record from the NCIC File. You can only void records entered through one of the terminals in your agency. Once a record has been voided, it can no longer be retrieved by any kind of on-line inquiry. Also, the entire record, including supplemental SMT's and dental information, will be removed.

## B. WHEN TO VOID

1. Invalid Record -- A record that was entered by mistake (i.e., should not have been entered in the first place) and is invalid should be voided as soon as the error is discovered.

2. Can't Modify -- If data in a field that cannot be modified is incorrect, the original record should be voided and a new record entered.

C. HOW TO VOID -- A void message must contain four elements -- the message key, the record's NIC Number and Originating Authority's Case Number, and the date that the message was sent.

1. Void Message Key -- A void message for the NCIC Unidentified Persons File requires one basic message key.

LN XU is used for all Unidentified Person records. There is no format message key.

## 2. Sample Void Message (Free-Form)

(a)        (b)                      (c)    (d)  
LN XU.NIC/U123456789.OCA/1234.102087

Field (a) is the message key used to void an Unidentified Person record.  
Field (b) is the record's NCIC Number.  
Field (c) is the Originating Authority's Case Number.  
Field (d) is the date the record was voided.

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UNIDENTIFIED PERSONS (9C)

## X. VOIDING (Continued)

D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or a void acknowledgment.

### 1. Successful Void Acknowledgment

- (a) IL0160000
- (b) VOID NIC/U123456789 OCA/1234

Line (a) is the ORI of the terminal agency which sent the void message.

Line (b) is indication that the record was voided along with two of the record's identifying numbers.

2. Rejected Void Message -- Any response other than the one above means that your void message was rejected and that the record is still on file. You should correct the error and resend the void message.



## XI. CANCELLING UNIDENTIFIED PERSON RECORDS

A. WHAT IS CANCELLING? -- Cancelling an Unidentified Person record is the process of removing a record from the NCIC File that has served its purpose and is no longer active. You can only cancel records entered through one of the terminals in your agency. Once a record has been cancelled, it may not be retrieved by any kind of on-line inquiry. However, the LEADS Staff can retrieve a copy of the record from the permanent "History File" maintained by NCIC.

### B. WHEN TO CANCEL

1. When an agency identifying a person is the agency that entered the record.
2. When the agency that entered the record is officially advised that the person has been identified by another agency.

The cancelled message will cause the entire record to be removed from the file, including supplemental SMT's and dental information.

C. HOW TO CANCEL -- A cancel message must contain four elements -- the message key, the record's NIC Number and Originating Authority's Case Number, and the date that the message was sent.

1. Cancel Message Key -- A cancel message for the NCIC Unidentified Persons File requires one basic message key.

LNCU is used for all Unidentified Person records.

There is no format message key.

### 2. Sample Cancel Message (Free-Form)

(a)	(b)	(c)	(d)
LNCU.NIC/U123456789.OCA/1234.102187			

Field (a) is the message key used to cancel an Unidentified Person record.  
Field (b) is the record's NCIC Number.  
Field (c) is the Originating Authority's Case Number.  
Field (d) is the date the record was cancelled.

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## XI. CANCELLING UNIDENTIFIED PERSON RECORDS (Continued)

D. CANCEL ACKNOWLEDGMENT -- Every cancel message will be acknowledged either by a reject message or a cancel acknowledgment.

### 1. Successful Cancel Acknowledgment

(a) IL0160000

(b) CANCEL NIC/U123456789 OCA/1234

Line (a) is the ORI of the terminal agency which sent the cancel message.

Line (b) is indication that the record was cancelled along with two of the record's identifying numbers.

2. Rejected Cancel Message -- Any response other than the one above means that your cancel message was rejected and that the record is still on file. You should correct the error and resend the cancel message.

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## XII. AUTOMATIC PURGING

Automatic purging is the removal of records from the on-line files. Purging of records in the Unidentified Persons File is done solely by NCIC Staff, not LEADS.





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## XIII. SUPPLEMENTAL DENTAL RECORD

If dental information about an unidentified person is available, it may be added to a base record. The entry of a Supplemental Dental record to an Unidentified Person record will cause a cross-search of dental characteristics of all Missing Persons records.

- A. RESPONSE EXAMPLE -- The following example shows the response that an agency would receive when its existing Missing Person record appears to match a recently entered or updated Unidentified Person record. In this example, supplemental dental data has been appended to the base record.

FROM NCIC  
\$.M. 001  
ILCPD00J1  
YOUR RECORD WITH NIC/M138365446 OCA/ M8660177 IS A POSSIBLE MATCH  
WITH THE FOLLOWING RECORD.  
THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U139455657.  
THIS MATCH BASED PRIMARILY ON ALL FIELDS.

MKE/UNIDENTIFIED DECEASED  
ORI/IL0840000 BPS/RRRRRRRRRRRRRRR SEX/M RAC/W EYB/1968-1970  
EDD/120384 DBF/120484 HGT/506-508 WGT/150-160 EYE/BRO HAI/BRO  
FPC/NANANANANANANANANANA OCA/UDIL12345 BLT/APOS CRC/C FPA/Y BXR/F  
MIS/WEARING RED AND BLUE COAT BLACK PARACHUTE PANTS WHITE TENNIS SHOES  
VRX/OD-12DOOE-D25X140 D5 DEGREES BASE UP  
CDA/H MULTIPLE STAB WOUNDS  
JWT/AB BB BP CL CO CU ER KC MC NE PK PC RI TC WP WA WB  
JWL/RING CLASS OF 86 RHS  
MAN/MEDICAL EXAMINER  
MAL/222 NO STREET OUR TOWN MAT/123 456-7890  
ORI IS SANGAMON CO SO SPRINGFIELD IL  
NIC/U139455657

FROM NCIC  
\$.M. L02  
ILCPD00J1  
SMT/SC L HND  
DENTAL CHARACTERISTICS  
DXR/Y MPA/Y DRE/CLASS II MALOCCLUSION  
TOOTH STAT RSTRTNS/CARIES APPL OTHER CHAR

	M	O	D	B	L	
1	I					A
3			1			
A 4						D
J 13						D
14			1			
16	I					A
17	I					A
19			1			
30			1			
32	I					A

NIC/U139455657

## XIII.A. RESPONSE EXAMPLE (Continued)

NOTE: The Dental Characteristics Field describes the status of each tooth, any restorations or cavities, fixed and removable appliances, and other characteristics.

A dental report can be filled out by a dentist and returned to the user for entry. An example of the report is provided at the end of this section.

If the code letters "ALL" are placed in the DCH Field, the NCIC computer will translate it to the following response:

"ALL 32 PERMANENT TEETH ARE PRESENT; NO TEETH  
ARE DECAYED; NO TEETH HAVE BEEN RESTORED;  
AND THERE ARE NO UNUSUAL CHARACTERISTICS."

If the code letters "UNK" are placed in the DCH Field, the NCIC computer will translate it to the following response:

"DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE."

### Dental Characteristics (DCH) Codes and Edits

1. If the code "ALL" or "UNK" is not entered, the only valid codes must begin with the numerics 001 through 256. These codes must be followed by a slash, e.g., 001/.
2. If the three numerics are 001 through 003, 014 through 019, or 030 through 032, only one of the following alphabetic characters may follow the slash: A, F, G, I, P, or X. For example: 003/A.
3. If the three numerics are 004 through 013 or 020 through 029, only one of the following alphabetic characters may follow the slash: A, D, E, F, G, I, P, or X.



## XIII.A. RESPONSE EXAMPLE (Continued)

### Dental Characteristics (DCH) Codes and Edits (Continued)

4. If the code X (for information not available) is entered or modified into the DCH Field as a status for a tooth, i.e., an X following the codes 001/ through 032/, none of the restorations/carries, removable appliances, or other characteristics codes for the tooth may be entered. For example, if the code 003/X is entered, codes beginning with the numerics 035/, 067/, 099/, 131/, 163/, 195/, and 227/ will be rejected with the message "REJ FLD ERR DCH".
5. If a record already on file has restoration/carries, removable appliances, and/or other characteristics codes for a tooth and the entering agency modifies the status of the tooth to the code X, the modification message must also delete any other code already on file for the tooth or the modification message will be rejected. For example, if a record on file has the code 099/1 and a modification message contains the code 003/X, if the modification message does not also contain the code 099/ (comma or period), the modification message will be rejected.

The only exceptions are:

- a) If the code 001/X is entered, the code 225/ (followed by any "other characteristics" code valid for 225) may be entered.
  - b) If the code 017/X is entered, the code 241/ (followed by any "other characteristics" code valid for 241) may be entered.
6. If the three numerics are 033 through 192, only one numeric character (0 through 9) may follow the slash. For example: 073/0, 125/3, and 192/9.
  7. If the three numerics are 193, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, G, H, I, or J. If 193/H, 193/I, or 193/J is entered to indicate a full upper denture, the computer will automatically code the status of each of the upper teeth as missing. That is, it will insert the codes 001 through 106 followed by the alphabetic A (missing). For example: 001/A, 002/A, 003/A, etc. If the ORI of the record enters any of the codes 001 through 016, the code must be followed by the alphabetic A or P, if not A or P, the message will be rejected. The user is required to correct the status codes 001 through 016 if the DCH is modified to delete the 193/H, I, or J.
  8. If the three numerics are 194 through 208 or 210 through 224, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, or G.

## XIII.A. RESPONSE EXAMPLE (Continued)

### Dental Characteristics (DCH) Codes and Edits (Continued)

9. If the three numerics are 209, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, G, H, I, or J. If 209/H, 209/I, or 209/J is entered to indicate a full lower denture, the computer will automatically code the status of each of the lower teeth as missing. That is, it will insert the codes 017 through 032 followed by the alphabetic A (missing). For example: 017/A, 018/A, 019/A, etc. If the ORI of the record enters 209/H, I, or J and any of the codes 017 through 032, any number 017 through 032 must be followed by the alphabetic A or P; if not A or P, the message will be rejected. The user is required to correct the status codes 017 through 032 if the DCH Field is modified to delete the 209/H, I, or J.
10. If the three numerics are 225 through 256, a maximum of three characters may follow the slash. Each character may be used only once within a code. For example: 230/AA, 241/IKI, and 253/33 are invalid. Additionally, any combination of alphabetics which includes both the alphabetic A and B is invalid. For example: 230/AB, 241/BAC, and 249/ARB are invalid. Any combination of alphabetics which includes both the alphabetic C and D is invalid. For example: 225/CD, 248/DAC, and 256/CTD are invalid. Any combination of alphabetics which includes both the alphabetic O and P is invalid. For example: 227/AOP, 243/ODP, and 253/PQO.



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## XIII.A. RESPONSE EXAMPLE (Continued)

The following list shows the alphabetic characters which are valid for each of numerics 225 through 256. Either the alphabetic O or numeric Ø may be entered. If the alphabetic O is entered, it will be converted to a Ø.

<u>Three Numerics</u>	<u>Valid Characters</u>
225	A B C D E F G H I J L M N O P Q R S T U V W X Y Z 3 4
226	A B C D E F G H I J L M O P S T U V W Y 3 4
227	A B C D E F G H I J L M O P S T U V W Y 3 4
228	A B C D E F G H I J L M O P S T U V W Y 3 4
229	A B C D E F G H I J L M N O P S T U V W Y 3 4
230	A B C D E F G H I J L M N O P S T U V W Y 3 4
231	A B C D E F G H I J K L M N O P S T U V W Y 3 4
232	A B C D E F G H I J K L M N O P S T U V W Y 3 4
233	A B C D E F G H I J K L M N O P S T U V W Y 3 4
234	A B C D E F G H I J K L M N O P S T U V W Y 3 4
235	A B C D E F G H I J L M N O P S T U V W Y 3 4
236	A B C D E F G H I J L M N O P S T U V W Y 3 4
237	A B C D E F G H I J L M O P S T U V W Y 3 4
238	A B C D E F G H I J L M O P S T U V W Y 3 4
239	A B C D E F G H I J L M O P S T U V W Y 3 4
240	A B C D E F G H I J L M O P S T U V W Y 3 4
241	A B C D E F G H I J L M O P Q R S T U V W X Y Z 3 4
242	A B C D E F G H I J L M O P S T U V W Y 3 4
243	A B C D E F G H I J L M O P S T U V W Y 3 4
244	A B C D E F G H I J L M O P S T U V W Y 3 4
245	A B C D E F G H I J L M N O P S T U V W Y 3 4
246	A B C D E F G H I J L M N O P S T U V W Y 3 4
247	A B C D E F G H I J K L M N O P S T U V W Y 3 4
248	A B C D E F G H I J K L M N O P S T U V W Y 3 4
249	A B C D E F G H I J K L M N O P S T U V W Y 3 4
250	A B C D E F G H I J K L M N O P S T U V W Y 3 4
251	A B C D E F G H I J L M N O P S T U V W Y 3 4
252	A B C D E F G H I J L M N O P S T U V W Y 3 4
253	A B C D E F G H I J L M O P S T U V W Y 3 4
254	A B C D E F G H I J L M O P S T U V W Y 3 4
255	A B C D E F G H I J L M O P S T U V W Y 3 4
256	A B C D E F G H I J L M O P S T U V W Y 3 4



## XIII. SUPPLEMENTAL DENTAL RECORD (Continued)

- B. ENTERING DENTAL DATA -- The entry of dental data to an Unidentified Person record, which will cause a search of a Missing Person records, may be made only by the agency that entered the base record.

The message key used to enter dental data is "LNED". There is no format.

The Unidentified Person record to which supplemental data is to be added must be identified by NIC and OCA followed by the message field codes and the supplemental information. (Scars, marks, tattoos, and other characteristics must be transmitted in a message separate from dental information.)

Data must be entered in the fields in the following sequence:

MKE.NIC.OCA.DXR.MPA.DRE.DCH.

EXAMPLE ENTRY: LNED.NIC/U123456789.OCA/87-123456.Y.N.INDIVIDUAL HAS NUMEROUS CRIES. 001/A,016/A,017/X,032/A,034/1,068/1,127/1,136/2,217/C, 218/B,219/F,226/AB,248/DAC.

The above entry shows the Message Key (LNED), two record identifiers (NIC and OCA), a code in the DXR Field meaning X-rays are available, a code in the MPA Field meaning models and/or photos are not available, remarks made by the dentist in the DRE Field, and detailed description of each tooth in the DCH Field.

EXAMPLE ACKNOWLEDGMENT -- If the NCIC computer accepts your entry, you will receive an acknowledgment similar to the one shown below for the EXAMPLE ENTRY.

1L01 NCIC RESPONSE

IL08496T4

ENTRY DENTAL DATA NIC/U123456789 OCA/87-123456

If your enter message is not accepted, you will receive a reject message.



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## SUPPLEMENTAL DENTAL RECORD FIELD DESCRIPTIONS AND CODES TABLE

NAME	CODE	NO. OF POSITIONS	CHARACTER TYPE(S) ALLOWED	PURPOSE & USAGE
Message Key	MKE	4	Alphabetic codes	To indicate whether you are entering, modifying, or cancelling the record.
NCIC Number	NIC	10	U and all numerics	To identify a specific record in the NCIC Unidentified Person File.
Originating Authority Case Number	OCA	9	Alphabetic and/or numeric characters.	To identify a specific record in the NCIC Unidentified Person File.
Dental X-Rays Available	DXR	1	Special alphabetic characters	To indicate whether dental x-rays are available for the individual for whom the entry is being made.
Dental Models and/or Photographs of Teeth Available	MPA	1	Special alphabetic characters	To indicate whether models and/or photographs of the individual's teeth are available at time of entry.
Dentist's Remarks	DRE	Up to 50	Free-text alpha/numerics and symbols	Allows remarks made by dentist in regard to the teeth of the individual, i.e., numerous caries, abscesses, etc.
Dental Characteristics	DCH	Up to 1,599	Specific alpha/numeric codes, the slash (/), and code letters "ALL" or "UNK"	Allows a detailed description of the presence or absence of the individual's teeth, their condition, and any other characteristics which could be used for identification.



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## ALLOWABLE DATA & EDITS

---

Must be LNED (enter), LNMD (modify), or LNXD (cancel).

---

Must be prefix (NIC/) and NIC Number of base record to which the supplemental data is being appended, modified, or cancelled.

---

Must be prefix (OCA/) and the same as the OCA in the base record to which the supplemental data is being appended, modified, or cancelled.

---

Must be one of the following codes: Y (X-rays are available)  
N (X-rays are not available)

---

Must be one of the following codes: Y (models and/or photos are available)  
N (models and/or photos are not available)

---

Any data that is available.

---

May contain a maximum of 256 codes consisting of three numerics followed by a slash (/) and: a) one alphabetic character, b) one numeric character, or c) one to three characters. The only exceptions are that the code "ALL" or "UNK" only will be permitted in the DCH Field. If one of these codes is entered, no additional information may be entered.

When codes are entered into the DCH Field, each one must be separated by a comma with the exception of the last code, which must be followed by a period.

See the following pages for more information about codes used in the DCH Field.

DENTAL INFORMATION

---

Investigating Police Agency's Name

Police Agency's Case Number

---

---

Medical Examiner/Coroner

---

Medical Examiner/Coroner Case Number

---

Street Address

---

City, State, and Zip

---

Telephone Number

Dear Doctor:

Your assistance is requested. Your careful attention to the enclosed dental report may aid in the eventual identification of the deceased.

The dental report is extremely comprehensive and yet simple to use once you understand the instructions. It has been designed so that dental data can be instantly entered into a national computer -- The National Crime Information Center (NCIC) -- for comparison with the dental data of missing individuals.

Certain simplifications have been made in terminology. The report is not intended to be a clinical profile or to provide a clinical diagnosis; but rather it is a "pointer system" for matching distinguishing features. If there are no distinguishing features for a tooth, the tooth is not coded on the report. All tooth numbers in the coding report rules refer to the Universal System. Dentists employing other systems may do so because the report will automatically accept such systems.

General Procedures for Coding the Report

Consult your models, radiographs, and records and:

1. Report the status of each tooth in the Status Column (boxes 001 through 032) using the Status Column Codes and Coding Rules.

Note: A partial report should be prepared if you do not have all teeth charted in your records.

2. Report all existing restorations by surface in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Column Codes and Coding Rules.
3. Report all caries by surface in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Code nine as explained in Code and Material Description.
4. Report all fixed prosthetic appliances in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Column Codes and Coding Rules.
5. Report all removable appliances in the Removable Appliances Column (boxes 193 through 224) using the Removable Appliances Column Codes and Coding Rules. Note that abutment teeth retaining partial dentures and the type of attachments are also reported in the Removable Appliances Column.
6. Report any unusual/unique features in the Other Characteristics Column (boxes 225 through 256) using the Other Characteristics Column Codes and coding rules.



Police Agency Case # \_\_\_\_\_  
Medical Examiner/Coroner Case # \_\_\_\_\_

Completion of these categories should not take more than a few minutes under most circumstances. Thank you for your careful completion of this report form. Please be sure to retain all dental records for future comparison purposes.

If you have any questions regarding the reporting of a condition, please contact FBI, NCIC Editorial/Research at telephone number 202/324-5049.

#### STATUS COLUMN CODES

(For use in boxes 001 through 032)

##### Code and Description

- A - Missing, closed socket (healed)
- P - Missing, open socket (not healed)
- D - Deciduous with permanent successor present
- E - Deciduous without permanent successor present (verified by X-ray film)
- F - Fractured or decayed at gingiva (crown not present)
- G - Tooth apparently prepared but not restored
- I - Impacted/incompletely erupted
- X - Information not available

#### STATUS COLUMN CODING RULES

1. Only one of the above codes may be used for a tooth.
2. If none of the above codes describe the status of a given tooth, leave the status box for that tooth blank (not coded).
3. Unerupted teeth should not be coded as missing if evident in X-ray films.
4. Use the code D when a deciduous tooth is present, no X-ray films are available to determine whether the permanent successor is present, and it is believed that the permanent successor will follow in a normal progression. Code E should be employed only when there is X-ray confirmation.
5. If a deciduous tooth has been prepared but not restored, enter the code G.
6. Unusual mixed dentition arrangements should be noted under "Dentist's Remarks" on the dental report.

# UNIDENTIFIED PERSON DENTAL REPORT

TODAY'S DATE \_\_\_\_\_  
 CORONER'S CASE NUMBER \_\_\_\_\_  
 CHARTING DENTIST'S NAME \_\_\_\_\_  
 CHARTING DENTIST'S ADDRESS \_\_\_\_\_  
 CHARTING DENTIST'S TELEPHONE NUMBER \_\_\_\_\_  
 DENTIST'S REMARKS \_\_\_\_\_

X—RAYS AVAILABLE? YES ☐ NO ☐  
 DATE LAST X—RAYS WERE TAKEN \_\_\_\_\_  
 DENTAL MODELS AVAILABLE? YES ☐ NO ☐  
 PHOTOGRAPHS OF TEETH AVAILABLE?  
 YES ☐ NO ☐

( ATTACH ADDITIONAL  
SHEETS IF NECESSARY )

		FEDERATION DENTAIRE INTERNATIONALE (FDI)		UNIVERSAL PERMANENT	STATUS	RESTORATION / CARIES					REMOVABLE APPLIANCES	OTHER CHARACTERISTICS
		DECIDUOUS				MESIAL	OCCLUSAL	DISTAL	BUCCAL	LINGUAL		
UPPER RIGHT	THIRD MOLAR	18		1	001/	033/	065/	097/	129/	161/	193/	225/
	SECOND MOLAR	17		2	002/	034/	066/	098/	130/	162/	194/	226/
	FIRST MOLAR	16		3	003/	035/	067/	099/	131/	163/	195/	227/
	SECOND BICUSPID	15	A	4	004/	036/	068/	100/	132/	164/	196/	228/
	FIRST BICUSPID	14	B	5	005/	037/	069/	101/	133/	165/	197/	229/
UPPER LEFT	CUSPID	13	C	6	006/	038/	070/	102/	134/	166/	198/	230/
	LATERAL INCISOR	12	D	7	007/	039/	071/	103/	135/	167/	199/	231/
	CENTRAL INCISOR	11	E	8	008/	040/	072/	104/	136/	168/	200/	232/
	CENTRAL INCISOR	21	F	9	009/	041/	073/	105/	137/	169/	201/	233/
	LATERAL INCISOR	22	G	10	010/	042/	074/	106/	138/	170/	202/	234/
LOWER LEFT	CUSPID	23	H	11	011/	043/	075/	107/	139/	171/	203/	235/
	FIRST BICUSPID	24	I	12	012/	044/	076/	108/	140/	172/	204/	236/
	SECOND BICUSPID	25	J	13	013/	045/	077/	109/	141/	173/	205/	237/
	FIRST MOLAR	26		14	014/	046/	078/	110/	142/	174/	206/	238/
	SECOND MOLAR	27		15	015/	047/	079/	111/	143/	175/	207/	239/
LOWER RIGHT	THIRD MOLAR	28		16	016/	048/	080/	112/	144/	176/	208/	240/
	THIRD MOLAR	38		17	017/	049/	081/	113/	145/	177/	209/	241/
	SECOND MOLAR	37		18	018/	050/	082/	114/	146/	178/	210/	242/
	FIRST MOLAR	36		19	019/	051/	083/	115/	147/	179/	211/	243/
	SECOND BICUSPID	35	K	20	020/	052/	084/	116/	148/	180/	212/	244/
	FIRST BICUSPID	34	L	21	021/	053/	085/	117/	149/	181/	213/	245/
	CUSPID	33	M	22	022/	054/	086/	118/	150/	182/	214/	246/
	LATERAL INCISOR	32	N	23	023/	055/	087/	119/	151/	183/	215/	247/
	CENTRAL INCISOR	31	O	24	024/	056/	088/	120/	152/	184/	216/	248/
	CENTRAL INCISOR	41	P	25	025/	057/	089/	121/	153/	185/	217/	249/
	LATERAL INCISOR	42	Q	26	026/	058/	090/	122/	154/	186/	218/	250/
	CUSPID	43	R	27	027/	059/	091/	123/	155/	187/	219/	251/
	FIRST BICUSPID	44	S	28	028/	060/	092/	124/	156/	188/	220/	252/
	SECOND BICUSPID	45	T	29	029/	061/	093/	125/	157/	189/	221/	253/
	FIRST MOLAR	46		30	030/	062/	094/	126/	158/	190/	222/	254/
	SECOND MOLAR	47		31	031/	063/	095/	127/	159/	191/	223/	255/
	THIRD MOLAR	48		32	032/	064/	096/	128/	160/	192/	224/	256/

☐ DENTIST — CHECK HERE IF ALL 32 TEETH  
ARE PRESENT WITHOUT DECAY,  
RESTORATION, OR ANY UNUSUAL  
CHARACTERISTICS. (TERMINAL OPERATOR —  
ENTER THE CODE ALL IN THE DCH FIELD.)

☐ DENTIST — CHECK HERE IF INFORMATION  
IS NOT AVAILABLE FOR CODING THE  
ABOVE CHART. (TERMINAL OPERATOR —  
ENTER THE CODE UNK IN THE DCH FIELD.)



Restoration/Caries Columns Codes

(For use in boxes 033 through 192)

Code and Material Description

- 0 - Temporary type filling (cement, etc.)
- 1 - Amalgam
- 2 - Gold, other types of cast metal, or gold foil
- 3 - Acrylic/composite/bonded composite or veneer
- 4 - Porcelain fused to metal crown, porcelain fused to metal pontic, or all porcelain crown
- 5 - Any combination of 0, 1, 2, 3, and 4 above, for any one surface
- 6 - Stainless steel crown
- 7 - Temporary crown (acrylic, aluminum, etc.)
- 8 - Not identifiable, not recorded, or not remembered
- 9 - Caries (decay) Note: Use this code only when a tooth surface has caries and no restoration

Restoration/Caries Columns Coding Rules

1. Tooth restorations are coded by indicating the restoration material(s) present on those surfaces which have been restored. For example, if the upper right first molar (tooth #3) has only one amalgam restoration on the occlusal surface, code 1 should be entered in the box having the number 067/ (occlusal surface). The other restoration/caries boxes for tooth #3 should be left blank. For example:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER APPL. CHAR.
FIRST MOLAR	16	3	003/	035/	067/ 1	099/	131/	163/	195/ 227/

2. Only one of the restoration/caries codes may be used in a box. If a tooth surface has two different restoration materials, e.g., amalgam and composite, enter code 5 for the appropriate surface.
3. If a tooth surface has both a restoration and caries, only the restoration should be coded. Code 9 should be used only when a tooth surface has caries and no restoration.
4. When the surfaces of a tooth have been replaced by a crown, all replaced tooth surfaces must be coded. For example, if the lower right first molar (tooth #30) has a stainless steel crown, restoration code 6 would be entered on all five surfaces:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER APPL. CHAR.
FIRST MOLAR	46	30	030/	062/ 6	094/ 6	126/ 6	158/ 6	190/ 6	222/ 254/



A combination of the restoration codes may be used in situations when porcelain has been fused to some, but not all, surfaces of a crown for aesthetic purposes. For example, a crown on the upper right cuspid (tooth #6) having porcelain fused to all surfaces except the lingual would be coded as follows:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV.	OTHER
									APPL.	CHAR.
CUSPID	13	C	6	006/	038/ 4	070/ 4	102/ 4	134/ 4	166/ 2	198/ 230/

A combination of codes may be used to indicate that a crown has a plastic veneer on less than all surfaces. For example, a metal crown on the upper left second bicuspid (tooth #13) having a plastic veneer on only the buccal surface would be coded as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV.	OTHER
									APPL.	CHAR.
SECOND BICUSPID	25	J	13	013/	045/ 2	077/ 2	109/ 2	141/ 3	173/ 2	205/ 237/

NOTE: The incisal surface of an anterior crown should be considered the occlusal surface.

- Pontics on a fixed bridge should be described in the Restoration/Caries Columns. For example, if the upper left first molar (tooth #14) is replaced by a porcelain fused to metal pontic, the restoration code 4 should be entered for all five tooth surfaces as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV.	OTHER
									APPL.	CHAR.
FIRST MOLAR	26		14	014/ A	046/ 4	078/ 4	110/ 4	142/ 4	174/ 4	206/ 238/

If the pontic is all metal, then code 2 (instead of 4) should be entered for all five surfaces.

If there are fewer pontics than the number of teeth missing, the pontics shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a fixed bridge spanning from tooth #2 to tooth #6 has only two pontics, the pontics are marked for teeth #3 and #4.

- When charting from X-ray films, if a restoration cannot be determined to be either buccal or lingual, it shall be considered buccal.
- When charting from X-ray films, if the buccal surface material of a crown or pontic is indeterminable, the buccal surface shall be charted using code 8, not identifiable, not recorded, or not remembered.
- When charting from X-ray films, if the nature of a metallic material is indeterminable, it shall be charted as code 8 in the appropriate tooth surface box.

Removable Appliances Column Codes

(For use in boxes 193 through 224)

Code and Description

- A - Natural tooth replaced by acrylic tooth on acrylic partial denture (e.g., "flippers", etc.)
- B - Natural tooth replaced by acrylic tooth on metal frame partial denture
- C - Natural tooth replaced by porcelain tooth on acrylic partial denture
- D - Natural tooth replaced by porcelain tooth on metal frame partial denture
- E - Natural tooth replaced by metal tooth on metal frame partial denture
- F - Abutment tooth retaining partial denture, simple clasps (I-Bars, etc.)
- G - Abutment tooth retaining a partial denture with precision or semiprecision attachments
- H - Full dentures, upper or lower, all acrylic teeth (See Rule 4)
- I - Full dentures, upper or lower, all porcelain teeth (See Rule 4)
- J - Full dentures, upper or lower, combinations of porcelain, acrylic, and cutter bar teeth (See Rule 4)

Removable Appliances Column Coding Rules

1. If a person has a partial denture, all missing teeth should be coded as such in the Status Column using the status code A (missing, closed socket) or P (missing, open socket). Each replacement tooth should be described in the Removable Appliances Column using the appropriate code A through E. Note that the natural teeth retaining the partial denture should be coded in the Removable Appliances Column using the code F and/or G.
2. The above removable appliances codes should be used to describe each replacement tooth on a removable denture. NOTE: Pontics on a fixed bridge are coded in the Restoration/Caries Columns, not in the Removable Appliances Column.
3. If there are fewer replacement teeth than the number of teeth missing, the replacement teeth shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a partial denture spanning from tooth #2 to tooth #6 has only two replacement teeth, the replacement teeth are marked for teeth #3 and #4.
4. Full dentures are charted using the removable appliances codes H, I, or J in box 193 for a full upper denture and/or box 209 for a full lower denture. If a full upper and/or full lower denture is present, it is not necessary to indicate that the teeth are missing in the Status Column. For example, if an upper denture is present, the status boxes numbered 001 through 016 (for teeth #1 through #16) should be left blank and the code H, I, or J should be entered in the removable appliances box 193. The computer will automatically code the Status Column of the appropriate upper and/or lower teeth as missing when the code H, I, or J is entered in the Removable Appliances Column in box 193 for upper and/or box 209 for lower.
5. In the rare case when a unique situation exists which is not covered above, please describe the situation under "Dentist's Remarks" on the dental chart.



Other Characteristics Column Codes

(For use in boxes 225 through 256)

Code and Description

- A - Tilted mesially
- B - Tilted distally
- C - Tilted buccally, including protruding anterior teeth
- D - Tilted lingually or palatally
- E - Root canal therapy completed
- F - Root canal therapy not completed
- G - Metal post in canal or retentive pins
- H - Rotated
- I - Supernumerary tooth
- J - Retained root tip
- K - Shovel-shaped incisor
- L - Retained amalgam or metal fragments imbedded in tissue adjacent to the affected tooth or tooth vicinity (e.g., amalgam tattoo)
- M - Overhang of restoration at gingival margin
- N - Diastema
- O - Orthodontic band on tooth
- P - Orthodontic bracket bonded to tooth
- Q - Functional appliances, e.g., bionator and palate expander, etc.
- R - Orthodontic arch wire
- S - Excessive wear due to tooth brushing
- T - Excessive occlusal wear (Bruxism)
- U - Severe bone loss, soft tissue pocketing, or recession
- V - Periapical pathology (granuloma, cyst, etc.)
- W - Intrinsic staining, e.g., mottling, tetracycline, etc.)
- X - Torus mandibularis or palatinus (other exostosis)
- Y - Blade implant or individual tooth implant (metal, ceramic, etc.)
- Z - Implant, subperiosteal
- 3 - Surgically placed wires, e.g., fracture repair procedures
- 4 - Chipped

Other Characteristics Column Coding Rules

1. A maximum of three of the above codes may be used in the Other Characteristics box for a tooth. If more than three of the above characteristics apply to one tooth, chart the three most unique characteristics.
2. If a supernumerary tooth is present, record in the box corresponding to the closest tooth. If necessary, describe further under "Dentist's Remarks" on the dental chart.
3. The code N (Diastema) should be entered in the boxes for the teeth between which the space is present. For example, if teeth #7, #8, #9, and #10 are separated by spaces, the code N would be entered in the other characteristics box for teeth #7, #8, #9, and #10 (boxes 231, 232, 233, and 234).
4. Describe a chipped tooth under "Dentist's Remarks" on the dental chart.



5. Describe unusual positions of the teeth employing codes A, B, C, and D. If necessary, further descriptions of malocclusions may be listed under "Dentist's Remarks" on the dental chart.
6. The functional appliances code Q may be used only in box 225 (for an upper appliance) or box 241 (for a lower appliance).
7. The code R (orthodontic arch wire) may be used in box 225 and 241 only. An R in box 225 indicates an arch wire on the upper teeth and an R in box 241 indicates an arch wire on the lower teeth.
8. Obvious periodontal defects which would aid in identification should be recorded using code U in the box corresponding to the involved tooth or teeth. Additional clarifying descriptions should be included under "Dentist's Remarks" on the dental chart.
9. The code X (torus mandibularis or palatinus) may be used in box 225 and 241 only. An X in box 225 indicates torus palatinus and an X in box 241 indicates torus mandibularis.
10. The subperiosteal implant code Z may be used only in box 225 (for an upper implant) and box 241 (for a lower implant). The position of the post on a subperiosteal implant is not recorded.
11. When using the code Y for a blade implant, the Y is used to identify the location of the post. For example, teeth #30, #31, and #32 are missing. A blade is implanted and the post of the blade protrudes from the gingiva nearest the space previously occupied by natural tooth #31. The code Y would therefore be entered in the other characteristics box for tooth #31 (box 255). If a fixed bridge is made with porcelain fused to metal crowns for teeth #28 and #29, a porcelain fused to metal pontic for the missing tooth #30, and a full metal crown for the missing tooth #31, the dental chart for teeth #28 through #32 would appear as follows:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. OTHER	
									APPL.	CHAR.
FIRST BICUSPID	44	S	28	028/	060/ 4	092/ 4	124/ 4	156/ 4	188/ 4	220/ 252/
SECOND BICUSPID	45	T	29	029/	061/ 4	093/ 4	125/ 4	157/ 4	189/ 4	221/ 253/
FIRST MOLAR	46		30	030/ 1	062/ 4	094/ 4	126/ 4	158/ 4	190/ 4	222/ 254/
SECOND MOLAR	47		31	031/ 1	063/ 2	095/ 2	127/ 2	159/ 2	191/ 2	223/ 255/ Y
THIRD MOLAR	48		32	032/ 1	064/	096/	128/	160/	192/	224/ 256/

## XIII. SUPPLEMENTAL DENTAL RECORD (Continued)

- C. MODIFYING DENTAL DATA -- Supplemental dental data can be modified by the agency which entered the record.

The message key used to modify dental data is "LNMD". There is no format.

The Unidentified Person record in which dental data is to be modified must be identified by NIC and OCA followed by the fields which are to be modified.

Dental data may be modified to:

1. Change the code entered in the DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
2. Add, change, or delete the information entered in the DRE Field.
3. Enter, change, or delete any of the 256 codes of the DCH Field. To delete a code, enter a comma (or period) after the slash. The DCH Field cannot be modified to delete all codes.

EXAMPLE MODIFY: LNMD.NIC/U123456789.OCA/87-123456.DCH/016/B,136/.

The modify message above shows the Message Key, two record identifiers (NIC and OCA), and data (016/B,136) being deleted from the DCH Field.

EXAMPLE ACKNOWLEDGMENT -- If the NCIC computer accepts your modify message, you will receive an acknowledgment similar to the one shown below for the EXAMPLE MODIFY.

1L01 NCIC RESPONSE

IL08496T4

MODIFY DENTAL DATA NIC/U123456789 OCA/87-123456

If your modify message is not accepted, you will receive a reject message.



## XIII. SUPPLEMENTAL DENTAL RECORD (Continued)

- D. CANCELLING DENTAL DATA -- Supplemental dental data can be cancelled by the agency which entered the record.

The message key used to cancel dental data is "LNXD". There is no format.

The Unidentified Person record in which dental data is to be cancelled must be identified by NIC and OCA.

A supplemental data cancellation message will delete all dental information from the record identified.

When an Unidentified Person base record is cancelled, all supplemental information is cancelled as well.

EXAMPLE CANCEL: LNXD.NIC/U123456789.OCA/87-123456.

EXAMPLE ACKNOWLEDGMENT -- If the NCIC computer accepts your cancel message, you will receive an acknowledgment similar to the one shown for the EXAMPLE CANCEL.

1L01 NCIC RESPONSE

IL08496T4

CANCEL DENTAL DATA NIC/U123456789 OCA/87-123456

If your cancel message is not accepted, you will receive a reject message.



## XIV. SUPPLEMENTAL RECORD DATA

Supplemental scars, marks, tattoos, and other characteristics may be appended to a base NCIC Unidentified Person record only by the agency which entered the base record. Such an entry will cause a cross-search of all Missing Person records.

The SMT Field in the base record must first be filled before additional scars, marks, tattoos, and other characteristics can be added. Scars, marks, tattoos, and other characteristics must be transmitted in a message separate from dental information. Supplemental data can be cancelled; it cannot be modified.

The Unidentified Person record to which supplemental data is to be added must be identified by NIC and OCA followed by the message field codes and the supplemental information.

### A. SUPPLEMENTAL SMT RECORD ENTRY

LNEUN.NIC/U123456789.OCA/87-123456.SMT/SC FACE.SC L ELB.

The above example shows the Message Key (LNEUN), the two record identifiers (NIC/U123456789 and OCA/87-123456), and the supplemental data (SMT/SC FACE.SC L ELB.).

#### ACKNOWLEDGMENT:

IL08496T4  
ENTRY SUPP NIC/U123456789 OCA/87-123456  
SMT/SC FACE  
SMT/SC L ELB

### B. SUPPLEMENTAL SMT RECORD CANCELLATION

A maximum of nine SMT's may be deleted in one cancel message. Additional messages must be transmitted to cancel additional identifiers.

LNUN.NIC/U123456789.OCA/87-123456.SMT/SC FACE.

The above example shows the Message Key (LNUN), the two record identifiers (NIC/U123456789 and OCA/87-123456), and the SMT Code (SC Face) being cancelled.

When an Unidentified Person master record is cancelled, all supplemental information is cancelled as well.

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UNIDENTIFIED PERSONS (9C)

SUPPLEMENTAL DATA RECORD FIELD DESCRIPTIONS AND CODES TABLE

NAME	CODE	NO. OF POSITIONS	CHARACTER TYPE(S) ALLOWED	PURPOSE & USAGE	ALLOWABLE DATA & EDITS
Message Key	MKE	5	Alphabetic codes	To enter or cancel the record.	Must be LNEUN (enter) or LNXUN (cancel).
NCIC Number	NIC	10	U and all numerics	To identify a specific record in the NCIC Unidentified Person File.	Must be prefix (NIC/) and NIC Number of master record to which the supplemental data is being appended or cancelled.
Originating Authority Case Number	OCA	9	Alphabetic and/or numeric characters.	To identify a specific record in the NCIC Unidentified Person File.	Must be prefix (OCA/) and OCA Number of master record to which the supplemental data is being appended or cancelled.
Scars, Marks, Tattoos, and Other Characteristics	SMT	Varies	Specific alphabetic codes and spaces.	To aid in identification of Unidentified Person.	Must be prefix (SMT/) and each code must be separated by a period. A maximum of 19 SMT codes may be appended to a master record. An SMT code may only be used once in a record, regardless of whether it appears in the master record or supplemental portion. SMT's are found on page UPERS-51.



## Chapter 9

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## I. INTRODUCTION

### A. WHAT IS THE PERSONS HOT FILE?

The LEADS Persons Hot File is a collection of computerized records containing personal descriptors and identifiers for persons being sought by and of interest to the law enforcement community. The records are entered, maintained, and eventually removed from the file by individual law enforcement agencies located within Illinois at all levels of government. A similar computer file, housed by the NCIC in Washington, contains many Illinois LEADS records as well as records from agencies nationwide and from Canada. Because the majority of Persons File records are not removed until the subject is apprehended, the number of records tends to grow steadily.

As used in this Manual, the terms "Persons File" or "Persons Hot File" generally refer to the total collection of LEADS and NCIC records about individuals which are entered by local agencies. Terms such as "Wanted Persons File", "Missing Persons File", "Accident Victims File", etc. refer to subsets or subfiles of the all-inclusive term, "Persons File".

Illinois agencies are required to promptly enter their warrants into LEADS whenever adequate data is available. Furthermore, records which qualify must also be forwarded to the NCIC computer. (See paragraph VII.A.1 on page REGS-19.) The entering terminal operator must indicate whether a record is to be entered into LEADS only or into LEADS and NCIC by proper choice of the enter message key.

### B. PURPOSE OF THE PERSONS FILE

The general purpose of the Persons File is to provide all law enforcement agencies with a means of sharing and communicating data which may lead to the apprehension and identification of persons being sought by law enforcement agencies. Each record serves as an abstract of and index to an open case file at the originating authority's headquarters.

LEADS (but not NCIC) allows for the entry of accident victims and incarcerated persons. Having accident victims on file provides a service to Illinois police agencies and the public in those instances when a citizen asks the police for information about an overdue traveler or otherwise missing person. Incarcerated person records are often entered by departments that do not operate their own jail as a way of keeping track of where their prisoners have been taken. Incarcerated person records may also, on occasion, provide the whereabouts of a person otherwise thought to be missing.

## I. INTRODUCTION (Continued)

### C. WHAT'S IN THE PERSONS HOT FILE?

1. Kinds of Persons -- People (records) are entered into the Persons File for the following reasons:

#### LEADS

- Wanted on Warrant - Transportation will be furnished - in IL only or mileage limitation must be entered.
- Wanted on the fact that a felony has been committed, warrant expected. ("Temporary Felony Want")
- Wanted on the fact that a misdemeanor has been committed, warrant expected. ("Temporary Misdemeanor Want")
- Missing (Includes 1. a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger; 2. a person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger; 3. a person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping; or 4. a person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the criteria in 1, 2, or 3. See Date of Emancipation on page PERS-139.)
- Accident victim
- Incarcerated
- Prisoner on work release or furlough

#### NCIC

- Wanted on Warrant (Extradition information must be included when entered in NCIC.)
- Wanted on the fact that a felony has been committed, warrant expected. ("Temporary Felony Want")
- Missing (See 'Missing' under LEADS above.)
- Wanted on Canadian Warrant



## I.C. WHAT'S IN THE PERSONS HOT FILE? (Continued)

2. Kinds of Data -- Each record in the file describes one person. In some instances, a vehicle and/or a vehicle registration associated with the subject of the record is also described to increase the chances/opportunities of apprehension through these additional identifiers.

Most of the data in the computer record is coded into one of 43 fixed data fields. The number of fields beyond the required minimum that contain data in any given record depends upon what information is available on the particular subject. The information that is possible in any one record can be grouped into the following categories:

- (a) Kind of case or reason the person is in the file
- (b) Caution indicator
- (c) Name and personal descriptors
- (d) Associated vehicle description and registration information
- (e) Originating Authority
- (f) Administrative data

A complete list of the data fields is given in Section VII of this chapter.

## D. WHAT SHOULD N-O-T BE IN THE PERSONS FILE?

| Subjects not meeting minimum requirements for entry should not be found in  
the file. No Wanted Person record should be in the NCIC file unless the  
— originating authority is willing to extradite beyond its own state's  
boundaries.

## II. HOW TO INQUIRE INTO/SEARCH THE PERSONS FILE

### A. IDENTIFIERS USED FOR ON-LINE INQUIRY

To search the Persons Files (LEADS and NCIC), you must at least have a minimum amount of information (required identifiers) about the person in question or an associated vehicle. Data beyond the minimum could be useful, both for the inquiry message and for confirming the validity of any positive responses or 'hits' that might result. To maximize your chances of finding the correct record, use as many identifiers in your inquiry as you have available.

1. How to Format a Name -- Name (NAM) must always be formatted, keyed or typed as follows:

LAST NAME (comma) FIRST NAME (one space) MIDDLE NAME or INITIAL if known

Example:

Todd J. Wexxler would be keyed "WEXXLER,TODD J"

2. Minimum On-Line Inquiry Identifier Requirements -- As a minimum, any one of the following identifier groups may be used to run an on-line search of the Persons Files. (When using free-form procedures, be sure to list the fields in the same order given below.)

- a. NAM, SEX, and DOB -- This is probably the most popular identifier group used. It has a good chance of hitting a record, if present, because most records include the DOB as a numerical identifier. To produce a hit, the soundexed name must match and the SEX and DOB must match the record exactly.
- b. NAM, SEX, and one numeric -- Name, sex, and one of the numeric identifiers - FBI, MNU, SOC, DLN, BCI (LEADS only), LIC or VIN - are acceptable for an inquiry. Such an inquiry has less chance of success than the NAM, SEX and DOB option simply because fewer records contain these numeric identifiers compared to the number which contain a DOB. Although a name and sex must be included with a numeric identifier, many of these inquiries will return a record or hit when only the numeric field matches. This is always true with NCIC and sometimes true with LEADS. (See the NAM, SEX, and Numeric ID Inquiry Table on the next page.) If you happened to have a numeric identifier (other than DOB) and no name, any name and sex could be used for an NCIC check. Inquiring by BCI number is only allowed with LEADS because NCIC does not have a BCI field in its records.



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## II.A.2. Minimum On-Line Inquiry Identifier Requirements (Continued)

### NAME, SEX, AND NUMERIC ID INQUIRY TABLE

INQUIRY BY NAME, SEX, & NUMERIC IDENTIFIER	<u>MINIMUM REQUIRED MATCH TO RETURN A RECORD (HIT)</u>	
	LEADS	NCIC
DOB	Soundexed NAM <u>and</u> SEX <u>and</u> DOB	Soundexed NAM <u>and</u> SEX <u>and</u> DOB
FBI	Soundexed NAM <u>and</u> SEX <u>and</u> FBI	FBI
BCI	Soundexed NAM <u>and</u> SEX <u>and</u> BCI	(Inquiry by BCI is invalid to NCIC)
SOC	SOC	SOC
DLN	Soundexed NAM <u>and</u> SEX <u>and</u> DLN*	DLN
MNU	Soundexed NAM <u>and</u> SEX <u>and</u> MNU**	MNU
VIN	VIN	VIN
LIC	LIC	LIC (NCIC files are not searched if inquiry has no LIS, or if LIS is 'IL' unless a CHF57 message is returned.)

\* A DLN is not actually searched by LEADS.

\*\* An MNU is not actually searched by LEADS. A "Miscellaneous Number" must be preceded by a two-character MNU prefix code and a hyphen. (See the list on page PERS-169.) For example, if you were inquiring on an Illinois Photo ID number 24316541027W, the MNU Field in the inquiry message would have to contain "PI-24316541027W." A "REJ MNU FLD ERR" message will appear if the MNU Field does not begin with two letters and a hyphen. Note, however, that the LEADS computer does not check for a valid MNU prefix code, and a hit will not occur if the prefix code does not match the record exactly!



## II.A.2. Minimum On-Line Inquiry Identifier Requirements (Continued)

- c. NAM, SEX, and RAC -- This combination will only search LEADS (not NCIC) and has the potential for producing multiple-record responses. All responses will exactly match on SEX and soundex name. RAC may or may not match exactly. See Note 2 on page PERS-146 to understand how LEADS and NCIC handle RAC in inquiries. With a message key of Z2, no more than three records will be returned. If more than three matching records are found, the response will tell how many. To retrieve the records, you must repeat the inquiry with the ZS message key.
  - d. NAM and SEX and the ZS Key -- The special message keys ZS (screen format) or LZWS (free-form) may be used to run an inquiry into LEADS but not NCIC when the only known identifiers are NAM and SEX. Such inquiries may result in numerous hits, especially with common last names such as Smith or Jones and should only be used when absolutely necessary because of the time involved in retrieving the records. If race is known, it should be included in the inquiry to limit the number of responses.
  - e. Illinois DLN -- An Illinois DLN alone may be used with the Z5 or LZW5 message key. The DLN is sent to the SOS as a 10-27 inquiry. The actual search of the Hot Files is based on the NAM, SEX, DOB, and DLN as obtained from the driving record in the SOS file. If no driving record is found by the SOS computer, no search of the Hot Files is possible.
  - f. LIC or VIN -- In the small number of cases where a license plate number (LIC) and/or a VIN has been entered as part of a person record, an inquiry by either VIN or LIC alone will cause the matching person record to be returned. (Note that a free-form inquiry with LIC or VIN alone must be run with a vehicle inquiry message key. See page VEH-7.)
  - g. LDS (LEADS Record Index Number) -- This inquiry may be useful for administrative purposes to retrieve a specific person record in LEADS, possibly a record your department entered. (See Table on PERS-8.)
  - h. NIC (NCIC Record Index Number) -- Allows retrieval of a specific record in the NCIC Hot Files. (See Table on PERS-8.)
3. Including RAC in a Name Inquiry -- When race is included with the minimum identifiers listed above in subparagraphs II.A.2.a, 2.b, and 2.d, the number of responses may be reduced. See Note 2 on page PERS-146 for details on how LEADS and NCIC handle the RAC Field on inquiries.

## II.A. ON-LINE INQUIRY IDENTIFIERS (Continued)

4. Multiple Numerics -- There are eight different numeric identifier fields which may be used with NAM and SEX to search the Persons Hot File. Subparagraphs II.A.2.a and 2.b describe the use of any one of these numeric fields in an inquiry. Using two or more numeric identifier fields with NAM and SEX in a single inquiry message increases the chances of hitting records. The results will follow the rules given in the "NAME, SEX, and Numeric ID Inquiry Table."
5. Inquiring on DLN and SOC -- To ensure maximum results from an inquiry, a computer terminal operator should request the DLN from the inquiring officer as an additional descriptor, if it is not given. Also, operators should develop the practice of inquiring on a DLN that appears to be an SOC (an SOC is always nine numeric characters) using the message field codes DLN and SOC. When an SOC is given and the DLN is unknown, the SOC should be inquired on using the message field codes SOC and DLN.

## B. ON-LINE INQUIRY MESSAGE KEYS

The basic free-form message key is LZW. With the FINQ or FQ screen formats, the basic key is Z. The number of files searched by a single inquiry message is determined by which (if any) suffix is added to the basic key. The table on the following page lists the available suffixes and tells what they mean to the computer.

## C. SOUNDEX INQUIRY

Using the message key 'LZX2' along with a last name, you can obtain an individual's driver's license and license plate numbers through SOS Soundex Inquiry. This applies only to drivers and vehicles registered through the Illinois Secretary of State; the inquiry does not search LEADS nor NCIC Files. For more information, see Chapter 8, page 1027-53.



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PERSONS FILE INQUIRY MESSAGE KEYS TABLE

PERSONS FILE INQUIRY MESSAGE KEYS TABLE

LINE	MKE SUFFIX	FULL MESSAGE KEY FORMAT	FREE-FORM	EXAMPLE	MEANING TO THE COMPUTER
A	Blank or None	Z	LZW.	LZW.NAM/BROWN,J.SEX/M.DOB/111447.	Search LEADS and NCIC, but not SOS.
B	2	Z2	LZW2.	LZW2.NAM/BROWN,J.SEX/M.DOB/111447.	Search LEADS, NCIC, and SOS or out-of-state driver's license file.
C	3	Z3	LZW3.	LZW3.LDS/W8155771.	With only a LEADS Record Index Number (LDS), send either an "ON FILE" or "NO REC" message but do not return the record itself. With other identifiers, handle as if there was no suffix. See Line A.
D	5	Z5	LZW5.	LZW5.DLN/S71334746842.	Search the SOS Driver File by DLN. Then, with the DLN and the driver's name, sex, and date of birth returned from SOS, search the LEADS and NCIC Persons Files. (Only an Illinois DLN may be used with the '5' suffix. The DLS Field is optional, but must contain 'IL' if used.)
E	S	ZS	LZWS.	LZWS.NAM/BROWN,J.SEX/M. LZWS.NAM/BROWN,J.SEX/M.RAC/W.	Search LEADS only and return all hits regardless of how many hits there are. (This key should <u>only</u> be used when NAM, SEX, and/or RAC are the only available identifiers.)
F	Blank or None	Z	LZW.	LZW.LDS/W8155771.	Search only LEADS Wanted/Missing Person Records. Produces the one record matching the LEADS Number (LDS).
G	None	None	NZN.	NZN.NIC/W455521233.  NZN.NIC/M455253386.	Search only NCIC Wanted Person Records. Produces the one record matching the NCIC Number (NIC).  Search only NCIC Missing Person Records. Produces the one record matching the NCIC Number (NIC).

Refer to examples on page PERS-9.



## II. HOW TO INQUIRE INTO/SEARCH THE PERSONS FILE (Continued)

### C. FREE-FORM ON-LINE INQUIRY

All of the preceding material on inquiries beginning on page PERS-4 applies to inquiries run with the benefit of a CRT screen format. The following conventions apply only to free-form messages run on a CRT, teletype, or other unformatted device.

1. Field Code Labels Required -- All fields except the message key must begin with the appropriate 3-character Field Code and a slash (/) followed by the identifier and ended with a period.

#### Examples:

Name Field Coded As: NAM/PUBLIC, JOHN Q.  
Sex Field Coded As: SEX/M.  
Social Security Field Coded As: SOC/359347526.

2. Field Sequence Restricted -- The message key, name, and sex must always be in that sequence. If race is included, it must follow sex. Numeric identifiers may be in any sequence as long as they follow sex and race (if used).
3. Aliases Run As Separate Inquiries -- No one identifier (such as NAM) may appear more than once in a single inquiry message. A separate inquiry must be run for each alias. For example, when inquiring on a subject who is believed to use three different DOB's, you must run three separate inquiry messages, one for each of the DOB's. The same rule applies if you want to check more than one MNU for the same subject.
4. Multiple Lines Allowed -- A free-form inquiry may extend to more than one line on the CRT screen as long as each line ending occurs immediately following a period (.) that ends an identifier field.

#### Multiple Line Inquiry Example

LZW. NAM/LARIMOORES KIVITCH, T. SEX/F. DOB/012741.  
SOC/359327555. MNU/PP-121175.  
FBI/44240H.

### 5. Valid Free-Form Inquiry Examples

- a. LZW2. NAM/JONES, JOHN E. SEX/M. RAC/W. DOB/070421.
- b. LZW. NAM/DONN, DANIEL. SEX/M. SOC/348627195.
- c. LZW2. NAM/CONNELLY, MARY Q. SEX/F. DOB/012936. DLN/C71234736741.
- d. LZW. NAM/GUY, GARY. SEX/M. MNU/SS-666702.
- e. LZWS. NAM/JAMES, FRANK. SEX/M.
- f. LZW5. DLN/S71335746842.

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## II. HOW TO INQUIRE INTO/SEARCH THE PERSONS FILE (Continued)

### D. OFF-LINE PERSONS FILE SEARCHES

On-line inquiries are only possible when you have certain specific and complete identifiers as described in the previous sections. Other information you may have such as physical descriptors (height, weight, etc.) or type of offense cannot be used in an on-line search. Furthermore, on-line inquiries only search the file of currently active records.

Off-line searching is available in those cases when you believe useful information may reside in the Hot Files, but you cannot meet the requirements for an on-line inquiry or your inquiry produces no record. For example, you have strong suspicions a particular subject may be wanted for arson. The subject has no identification and is believed to be using an alias name and DOB. In this case, an off-line search could be run on the offense code for arson along with physical descriptors and sex.

Any information about a person which corresponds to any of the data fields in a LEADS record can be used for an off-line search. The more you know about the person in question, the fewer "hits" you will have to investigate. However, information which cannot be found in a coded field within the LEADS record is of no value for conducting the search. For example, knowing that a suspect is married is of no value to the off-line search because this data is not coded in the record. The MIS Field cannot be searched by the computer.

1. Requesting An Off-Line Search -- To request an off-line search of the LEADS Persons Hot File, send a directed/administrative message to terminal KQC and include the following:
  - a. "REQUEST FOR PERSONS FILE OFF-LINE SEARCH"
  - b. Details about the person in question.
  - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
  - d. Name and phone number of the investigating officer.
2. Results in 24-48 Hours -- Terminal KQC is only monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.
3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS Staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.
4. NCIC Records Not Included -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search.



## III. RESPONSE INTERPRETATION

### A. KIND OF RESPONSES

Every on-line inquiry is acknowledged by at least one response message from the LEADS computer. Depending on the particular combination of message key and identifier(s) used in the inquiry, there are five basic kinds of response messages:

- Reject (The inquiry was submitted incorrectly.) (See Chapter 15.)
- No Record on File or Negative Response
- Hit or Positive Response (Matching record(s) found in LEADS and/or NCIC.)
- Driver Record and Vehicle Registration from Illinois SOS or another state's files. (See Chapters 7 and 8.)
- System Status (Indication that a file is temporarily not available or that a response may be delayed.) (See Chapter 15.)

Interpretation of Persons File positive responses is explained in the paragraphs which follow. No-record responses, rejects and system status messages are similar to those for any other Hot File. If you need details, see the Chapter on vehicles on pages VEH-9, 10, 11, and 20. Details on driver record and vehicle registration responses are contained in Chapters 8 and 7 respectively.

### B. ACTION STEPS REQUIRED ON A HIT

When the identifier(s) in your inquiry matches data in a Hot Files record, the matching record is returned to your terminal. When this happens, the following Action Steps must be taken immediately in the order listed:

1. COMPARE the identifiers in your inquiry to those in the hit response and determine why the hit was received. This should lead to one of two conclusions:
  - a. Invalid Hit -- An invalid hit contains identifiers that are neither an exact match nor a reasonably close match to the identifiers used in the inquiry. An invalid hit should not be disseminated to the inquiring source and does not establish reasonable grounds to detain the subject. Advise the inquiring source that there is no record on the subject and skip the remaining Action Steps.
  - b. Valid Hit -- A valid hit contains identifiers which exactly match or closely match the identifiers used in the inquiry. A valid hit establishes reasonable grounds to detain the subject. Proceed to the next step.
2. INTERPRET--Carefully analyze the hit response message so as to understand the message key (MKE) and/or record label, the offense code (OFF), the Miscellaneous Field (MIS), and the Disposition Field (DIS in LEADS only). By this analysis, determine the following:
  - a. Type of record? -- Is this a Person record? What kind of person--wanted, missing, etc.? Or, is the hit a vehicle or license plate record?



## III.B.2. ACTION STEP 2 -- INTERPRETATION (Continued)

- b. Is there any reason for caution?
- c. What is the offense?
- d. What weapons are involved?
- e. What are the primary identifiers?
- f. Are there any extradition and/or transportation limitations or other conditions that may relate to the status of the hit?
- g. Has the record been located (flagged) previously?

The final task in this Action Step is to obtain the inquiring officer's location if you do not already have it.

- 3. ALERT the inquiring officer, utilizing the procedure that your department prescribes for initially advising the officer of a hit. (Some departments use a special tone signal, while others use a variety of special code signals. Every department should have a definite procedure to alert the officer.) ONLY AFTER the officer advises to "go-ahead," should you proceed to the next step.
- 4. DISSEMINATE details of the hit message to the inquiring officer by radio communications.
- 5. CONFIRM or verify the status of the CHF record by contacting the originating agency via directed message.

For a hit on a Wanted Person record, the agency that can arrest the wanted person must check with the agency having been issued the warrant to verify that the warrant is still outstanding and the person inquired upon is identical with the subject of the warrant. Also, obtain information regarding return of the prisoner.

For a hit on a Missing Person record, the inquiring agency must check with the agency having taken the missing person report to determine that the report is still active and the person inquired upon is identical with the person described in the record. Also, obtain information concerning the safe return of the person to appropriate authorities.

- 6. LOCATE--After a valid hit has been confirmed with the originating authority, send a LOCATE message to "flag" each confirmed, matching CHF record. This indicates that law enforcement action has been taken by the apprehending agency.
- 7. SERVICE--Service is the procedure for assembling, adding notes to, and filing the hard-copy printouts of the hit and all related directed messages. Here is what must be done to each piece of hard copy:
  - a. Add notes telling how, when, and to whom the information was given.
  - b. Sign and date the notes.
  - c. File in your agency's Hit File. (File all pieces of hard copy related to a single hit as a group, i.e., clip or staple all sheets together.) The Hit File should contain all LEADS/NCIC hits received by your terminal as well as any follow-up messages and should be maintained near the terminal.

## III. RESPONSE INTERPRETATION (Continued)

### C. DETERMINING ORIGIN AND KIND OF HIT

1. Hit is from LEADS or NCIC? -- LEADS and NCIC positive response messages are formatted differently. Therefore, it is easy to determine the origin of the record(s) hit by your inquiry by examining the first line of the response message (the second line if you used the M/ Field in your inquiry).

#### Examples of First Lines:

From LEADS: CHF 041580 1721

'CHF' stands for LEADS Computerized Hot Files.

From NCIC: 1L01 NCIC RESPONSE

'1001' will appear in place of '1L01' in multiple-block NCIC responses. (See sub-paragraphs 'a', 'b', and 'c' on page PERS-29.)

2. Hit is Wanted, Missing or Other Person? -- There are several varieties of records in the LEADS and NCIC Persons Files, and it is important that you recognize what kind of record you are dealing with in order to take proper action. A clear indication of the kind of record you have received is found in the second line of a LEADS response, and in the third line of an NCIC response where the message key that was used to enter the record is translated.

#### Examples:

From LEADS (second line): Zcdc LDS/W8000123 WANTED ARMED-DANGEROUS

Zcdc LDS/W8000124 MISSING JUVENILE

From NCIC (third line): MKE/WANTED PERSON - CAUTION

MKE/MISSING PERSON - JUVENILE

In addition to wanted and missing persons, the LEADS file contains records on accident victims, incarcerated subjects, and furloughed prisoners. These records are identified by the record label contained in the second line of the LEADS response.

Example: Zcdc LDS/W8000789 INCARCERATED PERSON

For a complete list of the labels and translations appearing in LEADS and NCIC Persons File responses, see the table on the following page.



## III. RESPONSE INTERPRETATION (Continued)

### D. LEADS AND NCIC RECORD "LABELS"

The last item in the second line of all LEADS positive responses is a "label" which identifies the kind of record hit by your inquiry. NCIC's equivalent to the LEADS message label is found in the third line of a positive response, which translates the message key (MKE) used to enter the record in NCIC. Listed below are all of the LEADS message labels and the corresponding NCIC MKE translations that appear in positive responses from the Persons Files.

LEADS - NCIC PERSONS FILE RECORD LABEL COMPARISON TABLE

MKE THAT CAUSES LABEL	LEADS RECORD LABELS	NCIC MKE TRANSLATION
LEMIR	INCARCERATED PERSON	
LEMIV	ACCIDENT VICTIM	
LMW	LOC WANTED	(3)
LMM	LOC MISSING	(3)
LMT	LOC TEMP	(3)
(1) (2)		
LEM-J	MISSING JUVENILE	MISSING PERSON - JUVENILE
LEM-D	MISSING PERSON - DISABILITY	MISSING PERSON - DISABILITY
LEM-E	MISSING PERSON - ENDANGERED	MISSING PERSON - ENDANGERED
LEM-I	MISSING PERSON - INVOLUNTARY	MISSING PERSON - INVOLUNTARY
(4)	TEMP AUTHORIZED CORRECTIONAL FURLOUGH	
LET	TEMPORARY (5)	WANTED PERSON - TEMPORARY FELONY (5)
LET-A	TEMP ARMED-DANGEROUS (SEE MIS)	WANTED PERSON - TEMPORARY FELONY/CAUTION
LET-S	TEMP SUICIDAL TENDENCY	WANTED PERSON - TEMPORARY FELONY/CAUTION
LET-Y	TEMP ARMED-DANGEROUS SUICIDAL	WANTED PERSON - TEMPORARY FELONY/CAUTION
LETI	TEMPORARY	
LETIA	TEMP ARMED-DANGEROUS (SEE MIS)	
LETIS	TEMP SUICIDAL TENDENCY	
LETIY	TEMP ARMED-DANGEROUS SUICIDAL	
LEW	WANTED	WANTED PERSON
LEW-A	WANTED ARMED-DANGEROUS (SEE MIS)	WANTED PERSON - CAUTION (6)
LEW-Y	WANTED ARMED-DANGEROUS SUICIDAL	WANTED PERSON - CAUTION (6)
LEW-S	WANTED SUICIDAL TENDENCY	WANTED PERSON - CAUTION (6)
LEWI	WANTED	
LEWIA	WANTED ARMED-DANGEROUS (SEE MIS)	
LEWIS	WANTED SUICIDAL TENDENCY	
LEWIY	WANTED ARMED-DANGEROUS SUICIDAL	

- (1) A record inquired on that was entered with one of the caution indicators A (ARM-DANG), Y (ARM-DANG SUICIDAL), or S (SUICIDAL TENDENCY) will, after it has been located, return this information as part of the record label.
- (2) The Locate message keys LLM, LLW, and LLT do not appear in this chart because they are used to Locate records in NCIC only, not LEADS.
- (3) Located NCIC records show no change in MKE translation, but are marked by the addition of a new line containing Locate information. See paragraph III.F.3.c, page PERS-34, for an example of a located NCIC record.
- (4) Entered by Department of Corrections only.
- (5) The ORA does not yet have a warrant, but expects a warrant on a felony or misdemeanor (LEADS only) charge to be issued for the subject of the record.
- (6) In NCIC records entered by Illinois terminals through LEADS, the appropriate warning - e.g. "ARMED-DANGEROUS" - is inserted into the first portion of the MIS Field of NCIC's response message.

NOTE: The hyphen in "ARMED-DANGEROUS" means AND/OR.



## III. RESPONSE INTERPRETATION (Continued)

### E. TYPICAL LEADS HIT MESSAGES

1. General Characteristics -- The following characteristics will be true of any hit message from the LEADS Persons Hot Files. (These characteristics do not hold true for NCIC messages. See PERS-29 for NCIC characteristics.)
  - a. Standard Heading -- The first line of the message (will be second line if M/ Field was used) will contain the standard LEADS heading of 'CHF MMDDYY TIME'. 'CHF' tells you that LEADS sent the message; 'MMDDYY' is the month, day and year the message was sent; and the given time is the hour and minute the LEADS computer composed the message.
  - b. Record Type in First Data Line -- The second line, which is the first line of data, always contains two "keys" which tell you the message is from the Persons File:
    - (1) 'W' is the first character in the LDS/ Field. Originally, the 'W' stood for "wanted". Today, every type of LEADS Persons File record (wanted, missing, incarcerated, etc.) has a LEADS Record Index Number (LDS) beginning with 'W'.
    - (2) The message label following the LDS/ Field generally begins with 'WANTED' or 'MISSING'. See page PERS-14 for a complete list of labels.
  - c. Missing Data Fields -- The hit message format is basically constant in that data fields always appear in the same line in every response. If no data is entered into a specific field, that field (including the Field Code) will be missing in the hit message. No space appears for a missing field within a line; the following fields are shifted to the left.
  - d. Empty Lines -- The empty lines which appear in most responses indicate that certain information (additional numeric identifiers, for instance, or vehicle description) was not available for entry into the record.
  - e. Administrative Data Lines -- This information is contained in the final lines of every LEADS positive response message. Administrative data includes the entering agency's case number (optional), the name of the ORA, the entering terminal's CDC, the entering operator's initials, and the time and date that the record was entered.
  - f. Reminder to Confirm -- The last line of a LEADS hit message, "CONFIRM WITH ORA", means to verify with the ORA of the record that the warrant is still outstanding, the person inquired upon is identical with the subject of the record, and to obtain extradition information.

## III.E. INTERPRETATION OF LEADS HIT MESSAGES (Continued)

2. Examples -- Typical hit messages on each kind of record in the LEADS Persons File are presented and interpreted on the following pages.

NOTE: For details about a certain field or a code within a field, see the page describing that field as referenced on the blue card, page PERS-120.

- a. LEADS Wanted Person (with data in all fields) -- The following example is somewhat unrealistic in that it is uncommon to find a record containing data in every field. In actual practice, only a small percentage of LEADS Person File records contain any data at all on a vehicle or vehicle registration. However, the example shows approximately where every field will be located in a hit message if the data was entered. See subparagraphs c and d on the previous page.

M) M/13-103

O) CHF 071180 1030

- 1) ZKZY LDS/W8001234 WANTED ARMED-DANGEROUS
- 2) OFF/5012 PROB VIOLATION DOW/032980
- 3) NAM/NICOLE, JACK B SEX/M RAC/B POB/IL
- 4) DOB/031552 AGE/28 HGT/509 WGT/140 HAI/BLK EYE/BRO SKN/LBR
- 5) FBI/936012K13 BCI/1718192 FPC/12101116141109111713 SOC/423362877
- 6) DLS/IL DLN/N24316552077 DLY/82 MNU/OA-IR071054 SMT/SC BACK
- 7a) MIS/8-IN SWITCH-BLADE IN BOOT, BURGLARY
- 7b) EXTR WITHIN 200 MILES, WARR NR 55362, BOND \$5,000
- 7c)
- 7d)
- 8) DIS/200 VCO/GRN VYR/78 VMA/DODG VMO/OMI VST/4D
- 9) VIN/ZL44A8D188773
- 10) LIM/04 LIY/81 LIS/IL LIT/PC LIC/DNT19
- 11) OCA/80238
- 12) ORA/SO LAKE CO IL
- 13) ENT/KAQ OPR/SE TME/1938 DTE/033080 NIC/W228164776
- 14) CONFIRM WITH ORA

### Explanation of Wanted Person Hit

- Line M is the identifying number of the officer requesting information.
- Line O contains the standard LEADS heading, including the date and time that the Hot File was searched.
- Line 1 The first item combines a character from the message key used in the inquiry ('Z') with the CDC of the inquiring terminal ('KZY' here). The second item is the LEADS Record Index Number, followed by the LEADS record label (see page PERS-14). In this case, the label includes a caution indicator: ARMED-DANGEROUS.
- Line 2 translates the offense code (OFF) and gives the date that the warrant was issued (DOW).



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## III.E.2.a. Example a. LEADS Wanted Person Hit (Continued)

- Line 3 identifies the subject by name (NAM), sex (SEX), race (RAC) and, if known, place of birth (POB).
- Line 4 contains a physical description of the subject, including date of birth (DOB), age (AGE) as actually computed on the date the file was searched, height (HGT), weight (WGT), hair color (HAI) and, if known, eye (EYE) and skin (SKN) color.
- Line 5 lists all available numeric identifiers, including FBI and BCI numbers, the subject's fingerprint classification number (FPC) and social security number (SOC).
- Line 6 contains additional identifiers, if available, including driver's license state (DLS), number (DLN), and year of expiration (DLY); miscellaneous number (MNU); and any scars, marks or tattoos (SMT).
- Lines 7a thru 7d comprise the Miscellaneous Field (MIS) which may vary in length and number of lines. This example lists the weapon, offense, extradition limit (for the benefit of out-of-state agencies), warrant number, and amount of bond.
- Line 8 gives the ORA's disposition (DIS), signifying the number of miles the ORA is willing to travel in order to pick up the subject. This is followed by descriptors for a vehicle the subject is believed to be using or is at least associated with.
- Line 9 is the VIN of the vehicle described in Line 8.
- Line 10 gives registration data for the vehicle described in Lines 8 and 9.
- Line 11 may or may not appear. It contains the Originating Authority's Case Number (OCA).
- Line 12 is the Field Code and abbreviation for Originating Authority. This is the name of the department or agency which holds the original case file that forms the basis for a LEADS or NCIC Hot Files record. The ORA may or may not be the same department that actually entered the record. In many cases, the ORA will be a department which has no terminal and is serviced by some other department.
- Line 13 contains administrative data, including the entering terminal (ENT) and operator (OPR), the time and date the record was entered into LEADS, and the unique index number for the copy of this record that resides in the NCIC Persons File. If "NIC/" does not appear, the record was entered into LEADS only. You may receive a response that shows the NIC Field like this: NIC/ZZZZZZZZZZ. See NCIC Record Index Number Field Description, PERS-196.
- Line 14 is a reminder to confirm that the record is still active by contacting the ORA named in Line 12.



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## III.E.2. LEADS Hit Interpretation Examples (Continued)

### b. LEADS Missing Juvenile with Vehicle and Expired Plate

- M) M/25-207
- O) CHF 071580 1100
- 1) ZKZY LDS/W8006475 MISSING JUVENILE
- 2) DTM/061680
- 3) NAM/SPARKS, TRACY R SEX/F RAC/W
- 4) DOB/090365 AGE/16 HGT/510 WGT/125 HAI/BRO EYE/HAZ
- 5)
- 6) DLS/IL DLN/S16281665851 DLY/81
- 7a) MIS/LONG STRAIGHT HAIR, LSW LEVIS, T-SHIRT
- 7b) WITH JOHN SMITH, W/M, AGE 23
- 7c) SEE LDS/W8006474
- 7d)
- \*\*\*EXPIRED LICENSE PLATE\*\*\*
- 8) DIS/TWF VCO/BLK/YEL VYR/69 VMA/PLYM VMO/SAT VST/40
- 9)
- 10) LIM/06 LIY/80 LIS/IL LIT/PC LIC/67248
- 11) OCA/80-14
- 12) ORA/PD MT CARMEL IL
- 13) ENT/DPV OPR/SE TME/2305 DTE/061880
- 14) CONFIRM WITH ORA

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## III.E.2.b. LEADS Missing Person Hit Interpretation (Continued)

### Explanation of Missing Person Hit

Line M is the identifying number of the officer requesting information.

Lines 0 and 1 correspond to those in the previous example.

Line 2 contains the Date Missing (DTM), indicating when the subject was reported missing.

Lines 3 thru 7d correspond to those in the previous example. Note that fields for which no data was available do not appear in the response.

\*\*\* Between the Miscellaneous Field and Line 8 of any Persons message, a warning will appear if (as in this case) the associated vehicle description includes expired license plate information in Line 10.

Line 8 contains the ORA's disposition (DIS). In a LEADS record on a missing person, the disposition <sup>may be</sup> is always 'TWF' signifying that transportation will be furnished. <sup>the DIS field may be left blank</sup> Following the Disposition Field is the description of a vehicle that is believed to be associated with the subject of this record.

Line 9 is empty because VIN was unknown or rejected on entry.

Line 10 holds license plate information on the vehicle described in Line 8, with fields for license month and year of expiration (LIM and LIY), licensing state (LIS), license type (LIT) and license plate number (LIC).

Note that a Person's File record such as this may be received in response to a vehicle inquiry, if the identifiers used for inquiry match those contained in the vehicle description of a Persons File record.

Lines 11 thru 14 correspond to those in the previous example. Note, however, that the Missing Person message contains no NIC/ Field in Line 13 which indicates that this record was entered into LEADS only.



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## III.E.2. LEADS Hit Interpretation Examples (Continued)

### c. LEADS Incarcerated Person

- M) M/17-104
- 0) CHF 091680 1443
- 1) 5KZY LDS/W8032674 INCARCERATED PERSON
- \*\*\*POSSIBLE HIT - VERIFY DRIVER AND VEHICLE\*\*\*
- 2) DTM/083080
- 3) NAM/RIDER,MOE L SEX/M RAC/W
- 4) DOB/121252 AGE/27 HGT/509 WGT/138 HAI/BRO EYE/BLU
- 5) SOC/463221088
- 6)
- 7a) MIS/HELD WILL CO JAIL, ARRESTED FOR DWI AND RESISTING ARREST
- 7b)
- 7c)
- 7d)
- 8) VCO/GLD VYR/75 VMA/HD VMO/CYL VST/MC
- 9) VIN/9D29419H5
- 10) LIM/12 LIY/80 LIS/IL LIT/MC LIC/1969
- 11) OCA/F603-1426
- 12) ORA/SP JOLIET IL
- 13) ENT/DPO OPR/PF TME/0643 DTE/083080
- 14) CONFIRM WITH ORA

### Explanation of Incarcerated Person Hit

Line M is the identifying number of the officer requesting information.

Lines 0 and 1 correspond to those in Example a. Note that this message is in response to an inquiry using a '5' suffix message key, as indicated by the initial '5' in Line 1.

\*\*\* Between Lines 1 and 2 is a warning message to verify the driver and vehicle because the hit record may not correspond to the person in possession of the driver's license or vehicle inquired upon.

Line 2 contains the Date Missing Field (DTM) which gives the date of incarceration in this case.

Lines 3 thru 6 describe the incarcerated person. Note that Line 6 is blank, indicating that no other numeric identifiers were entered into this record.

Lines 7a thru 7d represent the Miscellaneous Field. The subject's location and offense, and other pertinent information should appear in these lines.

Lines 8 thru 14 correspond to those in Example b (PERS-19).



## III.E.2. LEADS Hit Interpretation Examples (Continued)

- d. LEADS 'Temporary Want' Response with a Locate -- Under certain circumstances, a law enforcement agency may enter this kind of temporary record prior to obtaining a warrant. 'Temporary want' records are purged by LEADS and NCIC following the day of entry plus two days.

M) M22-616

O) CHF 101280 1514

1) ZKZY LDS/W8016332 LOC TEMPORARY KCR

2) OFF/4901 ESCAPE (SEE MIS) DOW/101080

3) NAM/GOLDMAN, MARY ANN SEX/F RAC/W POB/NY

4) DOB/021445 AGE/35 HGT/502 WGT/145 HAI/BLK EYE/BLU SKN/FAR

5)

6) SMT/GLASSES

7a) MIS/LOCATED 1420 101180 KCR--INCARCERATED FOR MAIL FRAUD,

7b) FAILED TO RETURN FROM FURLOUGH 101080

7c)

7d)

8)

9)

10)

11) OCA/ROC44981

12) ORA/US PENN MARION IL

13) ENT/XXX OPR/TJ TME/0844 DTE/101180 NIC/W366875421

14) CONFIRM WITH ORA

### Explanation of LEADS 'Temporary Want' Message

Line M is the identifying number of the officer requesting information.

Lines O and 1 correspond to those in Example a. Note that this record has been located by terminal KCR as indicated by the message label at the end of Line 1. Additional locate information appears in the first portion of the MIS Field.

Line 2 states the offense (OFF). A 'date of warrant' (DOW) appears even though no warrant had been obtained at the time of entry. The given date is usually the date the offense was committed.

Lines 3 thru 8 provide a description of the subject and information pertinent to the case. Note on line 7a that a phrase stating the time and date that the subject was located, and naming the locating terminal (KCR), has been inserted by the LEADS computer into the first portion of the MIS Field. The Locate message which caused this appears on page PERS-53.

Lines 9 and 10 are reserved for vehicle data, and are blank here because the subject is not known to be using a vehicle.

Lines 11 thru 14 correspond to those in Example a, page PERS-16.

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## III.E.2. LEADS Hit Interpretation Examples (Continued)

- e. Authorized Furlough (LEADS) -- This type of temporary record is entered only by the Illinois Department of Corrections, and purged by LEADS on a weekly basis.

M) M/22-504

O) CHF 112980 1025

1) ZKZY LDS/W8012890 TEMP AUTHORIZED CORRECTIONAL FURLOUGH

2) OFF/0099 AUTHORIZED FURLOUGH DOW/112780

3) NAM/STECK,FREDDIE ART SEX/M RAC/B POB/IL

4) DOB/012345 AGE/35 HGT/600 WGT/160 HAI/BLK EYE/BRO SKN/DBR

5) FBI/1625365 BCI/1419162

6)

7a) MIS/FURLOUGHED FROM SHERIDAN CC 112780 0830 TO 1450 EMERSON

7b) AVE PEORIA UNTIL 113080 NOON FOR INFO TX 815/496-2311

7c)

7d)

8)

9)

10)

11) OCA/SHER03266

12) ORA/DEPT CORR SPFLD IL

13) ENT/LLN OPR/PS TME/1530 DTE/110380

14) CONFIRM WITH ORA

### Explanation of LEADS Furlough Message

Line M is the identifying number of the officer requesting information.

Lines O and I correspond to those in Example a, page PERS-16.

Line 2 states that this is an authorized furlough (OFF) beginning on the date given in the DOW Field.

Lines 3 and 4 identify the subject by name, sex and physical description.

Line 5 contains the subject's FBI and BCI numbers.

Line 6 is reserved for additional numeric identifiers.

Lines 7a thru 7d hold miscellaneous information, including the time limits of the furlough and a 24-hour phone number to be used if additional information is desired.

Lines 8 thru 10 are reserved for vehicle information.

Lines 11 thru 14 correspond to those in Example a, page PERS-16. However, a Furlough record can only be in LEADS and will never include an NIC Field in Line 13.



## III.E.2. LEADS Hit Interpretation Examples (Continued)

### f. LEADS Accident Victim Hit Message Example

M) M/85-221  
0) CHF 022181 0745  
  
1) ZKZY LDS/W8100299 ACCIDENT VICTIM  
2) DTM/103180  
3) NAM/SKYWALKER,LUKE SEX/M RAC/W  
4) DOB/041961 AGE/19  
5)  
6)  
7a) MIS/ADMITTED TO CARBONDALE MEMORIAL HOSPITAL  
7b)  
7c)  
7d)  
8)  
9)  
10)  
11) OCA/818826  
12) ORA/PD SIU CARBONDALE IL  
13) ENT/KVF OPR/GT TME/2135 DTE/021881  
14) CONFIRM WITH ORA

### Explanation of LEADS Accident Victim Hit

Line M is the identifying number of the officer requesting information.

Lines 0 and 1 correspond to those in Example a, page PERS-16.

Line 2 gives the date the accident was reported in the DTM Field.

Lines 3 and 4 describe the victim.

Lines 5 and 6 are reserved for further descriptive data on the subject.

Lines 7a thru 7d contain miscellaneous information, including the location of the victim.

Lines 8 thru 14 correspond to those in Example a, page PERS-16.  
Note that an Accident Victim record will never contain a NIC/ Field.





## III. RESPONSE INTERPRETATION (Continued)

### F. TYPICAL NCIC HIT MESSAGES

1. General Characteristics -- The following features are characteristic of every hit message from the NCIC Persons Files:
  - a. Block Configuration -- The data stored in a single NCIC Persons File record is returned in a series of numbered responses which constitute a 'multiple-block' message. The first 'block', which is generally six lines long, consists of a standard two-line heading, a message key translation, a description of the subject, and ends with the record's NIC number. Subsequent blocks are no more than ten lines in length, and contain the rest of the record's data. They always begin with the standard two-line heading, and end with the NIC number. The final block ends with a reminder to "IMMED CONFIRM ... WITH ORI" unless you have hit on your own record in which case the reminder is omitted.
  - b. Standard Block Heading -- The first line of each block always contains a 4-position number (see the next paragraph) and the words 'NCIC RESPONSE'. The second line shows the ORI of the inquiring terminal.
  - c. Block Numbering -- The first digit of any block number is always '1'. The second position is the letter 'L' for the last block of a message and 'Ø' for all other blocks. The third and fourth digits provide the sequential number of the block within the message. As an example, a two-block message will have block numbers of 1ØØ1 and 1LØ2.

NOTE: Two additional characteristics of NCIC multiple-block responses should be noted.

- (1) It is possible that unrelated messages can arrive at your terminal in between the blocks of a single NCIC message. Until you receive a block with the letter 'L' in the second position of the block number, there is more to come.
  - (2) All blocks in a single response message do not necessarily come from the same record. This is true whenever an inquiry hits more than one record. The NIC number at the end of each block identifies the record from which the block's data was taken.
- d. Missing Data Fields -- If no data was entered in a specific field of an NCIC record, that field (including the Field Code) will be missing entirely from the hit message. No empty space appears for a missing field within a line. Unlike LEADS responses, a particular data field doesn't always appear on the same line, and no blank lines are found in an NCIC response except between blocks.



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## III.F. TYPICAL NCIC HIT MESSAGES (Continued)

2. Hits on Different Names -- It is not unusual to receive NCIC records showing names different from the name inquired upon. This is because NCIC searches the Persons File by a "Soundex-type code" of the subject's surname, and whatever numeric identifier (DOB, FBI, etc.) was supplied in the inquiry. Since similar sounding names are coded alike, and birth-dates are not unique identifiers, any record on file with the same DOB and the same, or a similar sounding, last name will be returned as a possible hit. An NCIC inquiry by NAM, DOB and a "unique" numeric identifier, such as a driver's license number or an FBI number, may hit a record with a different name and/or birth-date, or with matching supplemental data (alias name, DOB, etc.). It is, therefore, very important to carefully examine NCIC hit messages, evaluate all information in the record, and confirm with the ORA to determine the validity of a hit message.

### 3. Examples of NCIC Hits:

#### a. NCIC Wanted Person Hit with Vehicle Description

M) M/57027

1) 1001 NCIC RESPONSE

2) IL08496L4

3) MKE/WANTED PERSON - CAUTION

4) ORI/DCSS80200 NAM/ARNOLD, BERTRAM SEX/M RAC/W POB/US DOB/011741

5) HGT/505 WGT/155 EYE/GRN HAI/BR0 SKN/MED

6) NIC/W663452887

M) M/57027

7) 1002 NCIC RESPONSE

8) IL08496L4

9) SMT/SC BACK FPC/12101116141109111713 MNU/OA-IR071054 SOC/359327524

10) OLN/X714691277 OLS/MD OLY/77 OFF/TREASON DOW/070476

11) OCA/W760431

12) MIS/MAY CARRY PISTOL, WARR NR 1801, SUBJ AFFECTS BRITISH ACCENT

13) NIC/W663452887

14) ORI IS US SECRET SERVICE INTELLIGENCE WASHINGTON DC

15) NIC/W663452887

M) M/57027

16) 1L03 NCIC RESPONSE

17) IL08496L4

18) LIC/ DNT19 LIS/MD LIY/77 LIT/PC

19) VIN/ X4175684T6 VYR/76 VMA/BMW VMO/BAV VST/2D VCO/BLK

20) NIC/W663452887

21) IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI



## III.F.3. NCIC Hit Interpretation (Continued)

### Explanation of NCIC Wanted Person Hit

- Line M is the identifying number of the officer requesting information. (Appears in blocks 2 and 3 also.)
- Lines 1 and 2 are the NCIC standard heading. Line 2 always shows the ORI of the inquiring terminal.
- Line 3 translates the message key used to enter the record into NCIC and, in this case, includes the non-specific caution indicator, 'CAUTION'. When 'CAUTION' appears here, the MIS Field should give more specific information.
- Line 4 contains the ORI of the terminal which entered the record, and a description of the subject including name (NAM), sex (SEX), race (RAC), place of birth (POB) and date of birth (DOB).
- Line 5 continues the subject's description, giving height (HGT), weight (WGT), color of eyes (EYE) and hair (HAI) and skin tone (SKN).
- Line 6 holds this record's NCIC Index Number (NIC) and signals the end of block one of the response.
- Lines 7 and 8 are the standard heading for block 2.
- Line 9 contains more identifiers from the record.
- Line 10 gives operator's (driver's) license data, states the offense (OFF) and shows the date that a warrant was issued (DOW).
- Line 11 gives the originating authority's case number.
- Line 12 gives miscellaneous information about the subject and case.
- Line 13 gives the NCIC record number.
- Line 14 translates the ORI number from Line 4.
- Line 15 corresponds to Line 6 and signals the end of block 2.
- Lines 16 and 17 are the NCIC standard heading for block 3, and in this case, the final block of the response.
- Lines 18 and 19 contain registration data, the VIN, and description of a vehicle that is associated with the subject of this record.
- Line 20 contains the NCIC record number for this record.
- Line 21 concludes the response.

## III.F.3. NCIC Hit Interpretation (Continued)

### b. NCIC Missing Person Hit

M) M/1616  
1) 1001 NCIC RESPONSE  
2) IL08496L4  
3) MKE/MISSING PERSON - ENDANGERED  
4) ORI/GA0570200 NAM/CATER, JULIUS SEX/M RAC/W POB/IT DOB/090944  
5) HGT/508 WGT/180 EYE/BR0 HAI/BR0 SKN/0LV  
6) NIC/M094786636

M) M/1616  
7) 1L02 NCIC RESPONSE  
8) IL08496L4  
9) MNP/MP DTM/031580 OCA/M44BC  
10) MIS/SUBJ LSW BLACK SUIT  
11) NIC/M094786636  
12) ORI IS ROME PD GA  
13) NIC/M094786636  
14) IMMED CONFIRM MISSING PERSON STATUS WITH ORI

### Explanation of NCIC Missing Person Hit

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 are the NCIC standard heading.

Line 3 translates the message key used to enter the record into the NCIC Missing Persons File. Note that the translation of a "missing" message key always includes a suffix labeling the person as being 'ENDANGERED' (as in this example), having a 'DISABILITY', 'INVOLUNTARY' disappearance, or being a 'JUVENILE'.

Line 4 gives the ORI of the terminal which entered this record and describes the missing person.

Line 5 continues the physical description.

Line 6 shows this record's NCIC Index Number (NIC) and signals the end of block 1.

Lines 7 and 8 are the NCIC standard heading for the second, and in this case, the ending block of the response:

Line 9 holds the Missing Person Field (MPN), which will always contain the code 'MP' (missing person). Also found in this line are the date the person was reported missing (DTM) and the Originator's Case number (OCA).

Line 10 contains miscellaneous information pertinent to the case.



## III.F.3. NCIC Hit Interpretation (Continued)

### Explanation of NCIC Missing Person Hit (Continued)

Line 11 contains the record's NCIC Index Number. Note that the NIC numbers for NCIC Missing Person records always begin with an 'M'.

Line 12 translates the originating authority's ORI number from Line 4.

Line 13 corresponds to Line 6.

Line 14 concludes the response.



## III.F.3. NCIC Hit Examples (Continued)

- c. NCIC Temporary Felony Hit with Locate -- This example corresponds to the LEADS hit message example on PERS-21. The message which caused this record to be "located" appears on page PERS-53.

M) M/22-616  
1) 1001 NCIC RESPONSE  
2) IL08496L4  
3) MKE/WANTED PERSON - TEMPORARY FELONY  
4) ORI/IL100017C NAM/GOLDMAN, MARY ANN SEX/F RAC/W POB/NY DOB/021445  
5) HGT/502 WGT/145 HAI/BLN EYE/BLU HAI/BLK SKN/FAR  
6) NIC/W366875421

M) M/22-616  
7) 1L02 NCIC RESPONSE  
8) IL08496L4  
9) SMT/GLASSES OFF/ESCAPE SEE MIS DOW/101080 OCA/W8016332  
10) MIS/INCARCERATED FOR MAIL FRAUD, LSW PRISON BLUES  
11)  
12) NIC/W366875421  
13) ORI IS US PENITENTIARY MARION IL  
14) LOCATED/101180 IL0169Q00 80421 EXTR  
15) NIC/W366875421  
16) IMMEDIATE CONFIRM WARRANT AND EXTRADITION WITH ORI

## III.F.3.c. NCIC Temporary Felony Hit (Continued)

### Explanation of NCIC Temporary Felony Hit

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 are the NCIC standard heading.

Line 3 translates the message key used to enter this record into NCIC.

Line 4 gives the ORI of the entering terminal, and describes the subject.

Line 5 continues the physical description of the subject.

Line 6 shows this record's NCIC Index Number (NIC) and signals the end of block 1.

Lines 7 and 8 are the NCIC standard heading for the second and last block.

Line 9 gives scars, marks, and tattoos, and states the offense (OFF), the date a warrant was issued (DOW), and the Originator's Case number (OCA). Note that the OCA number in an NCIC record from LEADS is the LDS number of the record originally entered into LEADS, regardless of what the entering operator keyed into the OCA Field of the LEADS enter message. (See Line 11 on PERS-21.)

Line 10 contains the Miscellaneous (MIS) Field.

Line 11 continues the MIS Field.

Line 12 is the NCIC Index Number (NIC) for this record.

Line 13 translates the originating authority's ORI from Line 4.

Line 14 indicates that the subject has been located, giving the date of location (101180), the ORI of the locating agency, the locating agency's case number (80421) which may not appear in some located records, and an indicator (EXTR) that says the ORA plans to extradite. If the ORA did not plan to pick up the subject, the indicator would read 'NOEX' for 'no extradition'.

Line 15 shows this record's NCIC Index Number.

Line 16 provides an important reminder and concludes the response.

## III.F.3. NCIC Hit Examples (Continued)

- d. NCIC Canadian Warrant -- This kind of message is generated when an NCIC inquiry "hits" a Canadian entry. The message explains that the fugitive is wanted on a Canadian warrant and no arrest can be executed in the United States based on the Canadian warrant. In addition, it directs the inquiring agency to contact the Royal Canadian Mounted Police (RCMP) to initiate the process of obtaining a U.S. extradition warrant (3184 warrant), which is authorized by the provisions of Title 18, U.S. Code, Section 3184.

M) M/C54  
1) 1001 NCIC RESPONSE  
2) IL08496L4  
3) WARNING - DO NOT ARREST BASED ON THIS INFORMATION  
4) MKE/WANTED IN CANADA  
5) ORI/YT1000200 NAM/WHIPLASH,SAMUEL SEX/M RAC/W DOB/081640  
6) HGT/410 WGT/115 EYE/BLK HAI/BLK  
7) NIC/W000062424

M) M/C54  
8) 1002 NCIC RESPONSE  
9) IL08496L4  
10) OFF/ABDUCT-NO RANSOM OR ASSLT DOW/032176 OCA/1234  
11) MIS/ABDUCTED GIRL, NELLIE H0LCUM, AGE 16, BLN/BLU  
12) NIC/W000062424  
13) ORI IS RCMP OLD CROW YT  
14) NIC/W000062424

M) M/C54  
15) 1L03 NCIC RESPONSE  
16) IL08496L4  
17) REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS  
18) INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA, CANADA  
19) TEL. NO (613) 993-3800 EXT. 210. IF  
20) SUBJECT IS NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF  
21) U.S. IMMIGRATION AND NATURALIZATION SERVICE.



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## III. RESPONSE INTERPRETATION (Continued)

G. \*\*\* POSSIBLE HITS FROM "Z5" INQUIRY -- When an inquiry on an Illinois driver license number is run with a '5' suffix message key (LZW5 or Z5), the following processing steps are performed by the computer:

Step 1. Normal 10-27 -- The LEADS computer sends the driver's license number to SOS for a routine driver's file search. If no driver record is found, you receive a "no record" response and the processing of your inquiry is finished at this point.

Step 2. 10-29 on NAM, SEX, DOB\* -- If a driver record is produced in Step 1, inquiries are automatically generated to search both the LEADS and NCIC Persons Files by the NAM, SEX and DOB contained in the SOS driver record.

\*CAUTION: Any hits produced by Step 2 must be handled with extra caution because the hit record may not correspond to the person in possession of the driver's license. Any 10-29 hit messages resulting from Step 2 will contain an extra line which reads as follows:

\*\*\*POSSIBLE HIT - VERIFY DRIVER AND VEHICLE\*\*\*



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## IV. "LOCATING" RECORDS

A. WHAT IS "LOCATING"? -- Locating is the procedure for adding a notation or "flag" to another agency's person record to indicate that your agency has the subject in custody. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA. The purpose of a Locate message is to indicate that the subject has been apprehended in the event another agency hits the record prior to cancellation by the ORA.

## B. WHEN IS LOCATING REQUIRED?

10/83  
Once it has been established that four specific conditions have been met, it is your agency's responsibility to immediately send a Locate message. The ~~three~~ <sup>four</sup> conditions are:

- (1) It has been confirmed with the ORA that the record you hit pertains to the person inquired upon.
- (2) Your officer has verified that the subject inquired upon is the same person described in the hit response.
- (3) Your agency has the subject in custody.
- (4) No extradition limitations stated in a record means that transportation will be supplied from anywhere in Illinois or extradition is expected from any other state and the record should be Located.

If these conditions are met for more than one record (you hit more than one record pertaining to exactly the same person), a separate Locate message must be transmitted for each individual record (see Exception 4 below).

## C. EXCEPTIONS:

- (1) If the subject is beyond extradition or transportation limitations clearly stated in the hit response, do not Locate the record.
- (2) Do not Locate a record that was entered by your own department. Instead, cancel it.
- (3) If your agency has recovered a vehicle described in a Persons File record, do not Locate the Persons File record unless you have the subject in custody. Having only the vehicle does not justify Locating the record, but you should notify the ORA that the vehicle has been found.
- (4) A single Locate message for a LEADS record will be automatically sent to NCIC to locate the NCIC copy of the record.





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## IV. "LOCATING" RECORDS (Continued)

### D. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS -- The following procedure is appropriate for any record in LEADS. If there is also a 'copy' of the LEADS record in NCIC (entered into both LEADS and NCIC by the same Illinois ORA), the NCIC copy will automatically be located by the Locate message for the LEADS record. The elements of the LEADS Locate message are:

- (1) Message Key;
- (2) (LDS/) LEADS Record Index Number of record to be located;
- (3) (NAM/) Subject's full name from record to be located;
- (4) (LOC/) Locating terminal's CDC;
- (5) Four-position Extradition Code.

- a. LEADS Locate Message Keys -- The message keys for locating records in LEADS are identical to the Modify message keys for the Persons File.

#### LEADS LOCATE MESSAGE KEYS TABLE

<u>MKE</u>	<u>RECORD TYPE BEING LOCATED</u>
LMW.	Wanted Person
LMM.	Missing Person
LMT.	Temporary Want

IV.D.1. Sending LEADS Locate Messages (Continued)

- b. Extradition Codes -- The purpose of these codes is to indicate the ORA's disposition regarding a subject apprehended by another agency. While NCIC defines extradition as a transaction between two states, for LEADS purposes, extradition refers to the surrender by one law enforcement agency to another of a subject wanted outside of its own jurisdiction and within the territorial jurisdiction of the other. "Extradition Codes" are also provided for locating Missing Person records.

Whether the record you are locating is in LEADS only or LEADS and NCIC, an appropriate code from the following table is required as the last field of your Locate message.

EXTRADITION CODE TABLE

<u>Extradition Code</u>	<u>Record Type*</u>	<u>To Be Used When ...</u>
EXTR	Wanted	Subject will be <u>EXTRADITED</u> or transported by ORA.
NOEX	Wanted	Subject will <u>NOT</u> be <u>EXTRADITED</u> or transported by ORA.
DETN	Missing	Subject is being <u>DETAINED</u> , or arrangements are being made to return subject to proper authorities.
RELD	Missing	Subject will be or has been <u>RELEASED</u> .

\* The Extradition Code used must correspond with the Record Type being located.



## IV.D.1. Sending LEADS Locate Messages (Continued)

### c. Sample LEADS Locate -- Wanted Person (Temporary)

Suppose you are using terminal KCR and have apprehended the subject of the record in Examples III.E.2.d and III.F.3.c on pages PERS-21 and -34. (Note that these examples already reflect the result of the Locate message below.) Your agency has contacted the record's ORA, verified the subject's identity, and determined that transportation will be furnished to return the subject to the ORA's jurisdiction. Here is the way to Locate that record:

(1)        (2)                    (3)                                    (4) (5)  
LMT.LDS/W8016332.NAM/GOLDMAN,MARY ANN.LOC/KCR.EXTR.

Field (1) is the message key.

Field (2) is the LEADS Record Index Number from Line (1) of the hit message on PERS-21 (same as OCA Field, Line (9) of the NCIC hit on PERS-34).

Field (3) is the subject's full NAM exactly as it appears in the record. (NOTE: If a space appears between the comma and the first name in the record, the space must also appear in the Locate message.)

Field (4) is the CDC (KCR in this example) of the apprehending agency's terminal. Note that the CDC is preceded by the field code of LOC/ which can be thought of as meaning "Located by."

Field (5) is the extradition code indicating that the ORA will transport the subject. Note that no Field Code or slash (/) precedes the extradition code. Failure to supply this information will result in the following message: 'REJ EXTRADITION FIELD ERROR'.

If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been located by sending the following:

#### Locate Acknowledgment Message:

(1) (2)  
KCR MODIFY LDS/W8016332

Field (1) is the CDC of the terminal that sent the Locate message.

Field (2) is the record number of the located record, even though the message says 'MODIFY.'

## IV.D.1. Sending LEADS Locate Messages (Continued)

### d. Sample LEADS Locate -- Missing Person

This sample corresponds to Example III.E.2.b on page PERS-18. Note that when a missing person record is located once, the record is immediately and automatically removed from LEADS (and NCIC).

(1)	(2)	(3)	(4)	(5)
LMM.LDS/W8006475.NAM/SPARKS,TRACY R.LOC/KCR.RELD.				

This example is similar to the example on the previous page with two important exceptions:

- a) a different message key is required (Field (1);
- b) a different Extradition Code has been used because this message is for a Missing Person.

### Locate Acknowledgment Message:

KCR MODIFY LDS/W8006475

## IV.D. HOW TO SEND A LOCATE MESSAGE (Continued)

2. Record in NCIC Only -- This procedure is followed when you have apprehended a person entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency.

### a. NCIC-Only Locate Message Elements

- (1) Message Key;
- (2) (NAM/) Subject's full name, exactly as given in the record;
- (3) (NIC/) NCIC Record Number or (OCA/) Originator's Case Number taken from the record being located;
- (4) Date Apprehended/Located in Month, Day, Year format (MMDDYY);
- (5) Recovering Agency's Case Number (optional -- can be up to 9 alphabetic or numeric characters with no embedded spaces or punctuation.);
- (6) Extradition code. (See page PERS-52.)

### b. NCIC Locate Message Keys

<u>NCIC Message Key to Locate</u>	<u>Record Type</u>
LLW.	Wanted Person
LLM.	Missing Person
LLT.	Temporary Want

Failure to use the message key which matches the record type being located will result in the following reject message:

```
1L01 NCIC RESPONSE
1L0RI0000 (Your ORI)
REJ MKE ERR
```



## IV.D.2. Record in NCIC Only

### c. Sample NCIC-Only Locate -- Missing Person

Assume that on April 15, 1981, your agency locates and releases the subject of the NCIC record in Example III.F.3.b, page PERS-32. Your case number is MP17. Here are two ways to locate that record:

(1) (2) (3) (4) (5) (6)  
LLM.NAM/CATER,JULIUS.NIC/M094786636.041581.MP17.RELD.

or

(1) (2) (3) (4) (6)  
LLM.NAM/CATER,JULIUS.OCA/M44BC.041581.RELD.

Field (1) is the message key.

Field (2) names the subject exactly as given in the record being located.

Field (3) gives either the NCIC Index Number (NIC) or the Originator's Case Number (OCA) from the record being located.

Field (4) is the date of location. Note that there is no Field Code preceding the date.

Field (5) contains the optional, locating agency's case number. Note in the second example that no period (.) is used to denote the omitted case number.

Field (6) is the required extradition code indicating, in this case, that the subject was released.

### Successful NCIC Missing Person Locate Acknowledgment Message:

1L01 NCIC RESPONSE

1L0RI0000 (Your ORI)

1ST LOCATED NAM/CATER,JULIUS NIC/M094786636 RECD BEING CANCELLED

NOTE: A missing person record is purged automatically upon receipt of one Locate message. A wanted person record with "EXTR" stays on file 5 days after one Locate message before it is purged. A wanted person record with an extradition code of "NOEX" means that the record will stay on file until a second Locate message is received or until cancelled by the entering terminal.

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## IV. "LOCATING" RECORDS (Continued)

### E. AUTOMATIC LOCATE NOTIFICATION

1. What is a Locate Notification Message? -- Whenever any LEADS record is located, whether it is located by an Illinois agency or by an out-of-state agency that hit the NCIC copy, the LEADS computer automatically notifies the entering agency (ORA). This automatically-generated message is called a Locate Notification message.

a. Out-Of-State Agency Locate --- If the located record was in NCIC, the Locate Notification message is in three parts. The first two parts originate at NCIC and are sometimes referred to as "dollar sign L" messages because each block contains a '\$.L.'. The third part is from LEADS and serves to summarize what has happened.

The example on the next page shows the Locate Notification message that would be received by Lake County Sheriff's Office (the ORA) if the Scott County Sheriff's Office in Iowa located the record shown on page PERS-16.

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## IV.E.1.a. Automatic NCIC Locate Notification (Continued)

### Part 1 0) FROM NCIC

- 1) \$.L.IL04900L2
- 2) LOCATE NOTIFICATION AT 1113 EST 050980.
- 3) 1L01S821LW024000000.LW.IA0820000.NAM/NICOLE, JACK B. OCA/W8001234.
- 4) 050980..EXTR
- 5) LOCATING ORI IS SCOTT CO SO DAVENPORT IA

### Part 2 6) FROM NCIC

- 4/83
- 7) \$.L.IL04900L2 *LOCATED*
  - 8) MKE/~~WANTED~~ PERSON - CAUTION
  - 9) ORI/IL04900L2 NAM/NICOLE, JACK B SEX/M RAC/B POB/IL DOB/031552 HGT/509
  - 10) WGT/140 EYE/BR0 HAI/BLK SKN/LBR
  - 11) NIC/W228164776

### 12) FROM NCIC

- 13) \$.L.IL04900L2
- 14) SMT/SC BACK FBI/936012K13 FPC/12101116141109111713 MNU/0A-IR071054
- 15) SOC/423362877 OLN/N24316552077 OLS/IL OLY/82 OFF/PROB VIOLATION
- 16) DOW/032980 OCA/W8148740
- 17) MIS/ARMED DANGER0US 8-IN SWITCH-BLADE IN B00T, BURGLARY EXTR
- 18) WITHIN 200 MILES, WARR NR 55362, BOND \$5,000
- 19) NIC/W228164776

### 20) FROM NCIC

- 21) \$.L.IL04900L2
- 22) LIC/ DNT19 LIS/IL LIY/81 LIT/PC
- 23) VIN/ ZL44A8D188773 VYR/78 VMA/D0DG VMO/0MI VST/4D VCO/GRN
- 24) LOCATED/050980 IA0820000 EXTR
- 25) NIC/W228164776

### Part 3 26) CHF 050980 1014

- 27) CHF24 LDS/W8001234 LOCATED--1014 050980 BY IA0820000



## IV.E.1.a. Automatic NCIC Locate Notification (Continued)

### Explanation of NCIC Locate Notification Message

#### Message Part 1 -- NCIC Summary of the Locate Transaction

- Line 0 identifies the source of the message and is the first line of the 2-line block header.
- Line 1 identifies this as a "dollar sign L" or Locate Notification message and concludes the 2-line block header. The number 'IL04900L2' is the ORI of the entering agency.
- Line 2 spells out what this message is all about and when, in Eastern Standard Time, the locate was processed by NCIC.
- Line 3 '1L01' identifies NCIC as the source of the message.
- The next number, up to the first period ('S82...0.'), can be ignored. This area is reserved for optional use by the locating agency and will often be an empty space. If the record was located by an Illinois terminal, this space will contain the LDS of the record that was located.
  - 'LW.' is the message key for the NCIC locate message.
  - 'IA0820000' is the ORI of the terminal that located the record.
  - The last two fields (NAM and OCA in this case) are the identifiers from the record which were used in the locate message. NAM and NIC could have been used.
- Line 4 gives the date of the locate, the locating agency's case number (omitted in this example) and the Extradition Code.
- Line 5 translates the ORI given in Line 3 and ends Part 1 of the three-part message.

#### Message Part 2 -- Complete Copy Located NCIC Record

Lines 6 and 7 give the standard block header.

Lines 8-25 present the complete NCIC record as it appears in a hit message. Note on Line 24 that the record has already been located.

#### Message Part 3 -- LEADS Summary of the Locate Transaction

- Line 26 is the standard header for all messages that originate from the LEADS Hot Files.
- Line 27 is a coded (CHF24) message that gives a summary of the locate. Note that the time is Central Standard Time as provided by the LEADS computer.

## IV.E.1. Automatic Locate Notification (Continued)

b. Illinois Agency Locate -- If the locating terminal is an Illinois LEADS terminal, the Locate Notification Message can take two forms:

- (1) If the located record is in LEADS only, the notification will only consist of two lines similar to lines 26 and 27 in the previous example.
- (2) If the located record is in LEADS and NCIC, Message Part 3 (previous example) will appear first, followed by Message Parts 1 and 2 from NCIC. The field on Line 3 immediately following '1L01' will contain the LEADS Record Index Number of the Located record followed by spaces with an '&' ending the field.

## F. WHAT TO DO WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When a subject has been apprehended, his/her identity and want have been verified, the ORA's disposition determined, and the LEADS/NCIC records located, the records have served their intended purpose. Therefore, when your agency receives a Locate Notification message on one of its records, you should immediately cancel that record. Note: A missing person record is automatically and immediately cancelled from LEADS/NCIC once it has been located. Wanted person records are automatically cancelled only after being located twice.
2. Locate Notification Without Confirmation -- On occasion, you may receive a Locate Notification message without ever having been contacted by the locating agency regarding the status of your case. In this event, it may be wise to contact the locating agency to confirm that they have actually apprehended the subject described in the located record.
3. Incorrect Locate -- If a record has been located by mistake, there is no way to remove the Locate "flag." The only alternative is to void the located record and enter a new record.



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## V. ENTERING PERSONS RECORDS

The LEADS Regulations and Policies contained in Chapter 30 require that all law enforcement agencies with terminal access to the LEADS Hot Files immediately enter into LEADS all warrants and reports on wanted or missing persons for whom the minimum required identifiers are available. In addition to the required entry of wanted and missing person records, LEADS provides for the optional entry of accident victims, incarcerated subjects, and prisoners on work release or authorized furlough.

### A. REQUIREMENTS FOR LEADS ENTRY

1. Specific Kinds of Persons -- To be entered, a person must fit into one of the categories listed in paragraph I.C.1 at the beginning of this chapter.
2. Documentation -- A law enforcement agency must have in its possession at the time of entry the appropriate documentation to support a record entered into LEADS and NCIC. Furthermore, this documentation must be readily available to the entering agency as long as a record remains active in LEADS and NCIC.
  - a. Wanted Person -- A felony or misdemeanor warrant on the wanted person must be issued to the Originating Authority prior to entry of the record.
  - b. Temporary Want -- When a law enforcement agency needs to take prompt action to apprehend a person who has committed, or an officer has reasonable grounds to believe has committed a felony or misdemeanor, but circumstances preclude the immediate procurement of a warrant, a temporary want record may be entered. (A record on a felony may be entered into LEADS and NCIC, but a record on a misdemeanor should be entered into LEADS only.) A temporary want record must be supported by a proper warrant within two days of the initial entry of the temporary record into LEADS and NCIC. The agency entering a temporary want record is responsible for obtaining the proper warrant within this time limit, and then voiding the temporary record and reentering a wanted person record. A temporary entry into LEADS and NCIC will be purged after two days.



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## V.A.2. LEADS Entry Documentation Requirements (Continued)

- 6/84
- c. Missing Person -- A signed and dated statement from the subject's parent, legal guardian, physician or an authoritative source other than the investigating police agency must supplement the officer's case report. This statement should confirm that the person is missing; ~~verify the person's date of birth if he/she is a juvenile;~~ corroborate any physical or mental disability the subject suffers; and so advise if the subject's disappearance was involuntary or his/her safety is thought to be endangered, and that the complainant or some other authority will provide transportation. *NOTE: When entering a missing person record on a subject classified as a juvenile, a missing person report filed with a police agency is all that is needed. A missing person report is NOT required.*
- d. Incarcerated Subject (LEADS only) -- The entering agency's arrest or incident report serves as sufficient documentation to support the entry of an incarcerated subject record. Upon the subject's release, it is the entering agency's responsibility to immediately cancel the record.
- e. Accident Victim (LEADS only) -- The reporting officer's accident report is adequate documentation to support the entry of an accident victim who is unable to communicate with authorities or relatives.
- f. Prisoner On Work Release Or Furlough (LEADS only) -- Because these types of records may be entered only by the Illinois Department of Corrections, appropriate documentation and other entry requirements will not be discussed in this manual.
3. Disposition Determined -- Before entering a wanted person record in LEADS, it is the responsibility of the entering agency to determine whether it is willing to go beyond the limits of its jurisdiction to pick up the subject. When a mileage limitation is established (e.g., will only pick up if subject is apprehended within 100 miles), such information must be included in the Miscellaneous Field of the record. See page PERS-68, paragraph B.1, for NCIC requirements with regard to disposition.
- 4/83
- ~~An entering agency's disposition with regard to missing persons must always be that return transportation will be furnished, as indicated by the required placement of the code 'TWF' in the Disposition Field of all missing persons records.~~

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## V.A. REQUIREMENTS FOR LEADS ENTRY (Continued)

4. Minimum Identifiers -- To enter a record in LEADS, a minimum amount of information about the person is required to provide a means of identifying that person in the event that he/she is apprehended. The computer will reject any attempt to enter a record with insufficient data. You may enter a record that contains only the minimum. However, it is best to enter as many identifiers as are available, and to include pertinent notes in the Miscellaneous Field.

The minimums vary somewhat from one kind of record to another, but the following list generally holds true:

### MINIMUM IDENTIFIERS REQUIRED FOR RECORD ENTRY

MKE	Message Key
OFF or MNP	Offense Code or Missing Person Code
DOW or DTM	Date of Warrant or Date Reported Missing/Incarcerated or Date of Accident or Date of Offense for Temporary Want
NAM	Subject's Name
SEX	Subject's Sex
RAC	Subject's Race
DOB*	Subject's Date of Birth*
HGT	Subject's Height
WGT	Subject's Weight
HAI	Subject's Hair Color
DIS	Disposition if Apprehended (required in Missing Person records)
ORA	Originating Authority's Name
ENT	Entering Terminal's CDC
OPR	Entering Operator's Initials or ID Number

\* If the DOB is not known, subject's AGE and at least one numeric identifier from the list below must be entered to meet the minimum requirements:

### ACCEPTABLE NUMERIC IDENTIFIERS

FBI	FBI Number
SOC	Social Security Number
DLN	Driver's License Number - must be accompanied by DLS and DLY
MNU	Miscellaneous Number
LIC**	License Plate Number - must be accompanied by LIS, LIT and LIY
VIN**	Vehicle Identification Number - must be accompanied by VYR, VMA and VST

\*\* May be used if subject is known to be the driver of or passenger in a vehicle of known description and unknown whereabouts.



## V.A. REQUIREMENTS FOR LEADS ENTRY (Continued)

5. Not a Duplicate -- A single agency may not enter the same person twice; the computer will reject the second attempt. It serves no purpose for one department to have multiple records in LEADS/NCIC for the same person. However, if all of the above requirements are met, you may enter a person that has already been entered by some other department. If you have more than one warrant for the same person, code the most serious offense in the OFF Field. Mention the other warrant(s) in the MIS Field.

B. REQUIREMENTS FOR NCIC ENTRY -- Regarding documentation and minimum identifiers, the requirements for entering wanted and missing persons into NCIC are almost identical to those established for LEADS entry (NCIC does not allow for incarcerated subjects, furloughed prisoners or accident victims). Because of this similarity, LEADS has been programmed to automatically perform the necessary slight modifications to certain newly-entered LEADS records before forwarding a copy to the NCIC files. However, NCIC's requirements differ from LEADS in two important ways:

1. Wanted Person -- A wanted person record may be entered into NCIC only when the entering agency has determined that extradition will be authorized. Furthermore, if the entering agency later learns that the subject will definitely not be extradited, that subject's NCIC record must be voided.
2. Temporary Felony Want -- A temporary felony want record may be entered to establish a "want" entry when a law enforcement agency needs to take prompt action to apprehend a person who has committed, or the officer has reasonable ground to believe has committed, a felony. Otherwise, the individual might seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.
3. Missing Person -- NCIC permits entry of a missing person only when that person may be classified as: 1) missing under circumstances indicating that he/she is endangered; 2) missing involuntarily; 3) disabled; or 4) a juvenile. Any person not so classified must not be entered into NCIC. Documentation is also mandatory. See pages PERS-65 and -66.

## C. ADDITIONAL CONSIDERATIONS FOR LEADS/NCIC RECORD ENTRY

1. Vehicle Information -- When a wanted or missing person is thought to be driving or riding in a vehicle of unknown whereabouts, and the vehicle's description is known, that information should be included in the person's record. If the vehicle is known to be stolen or involved in a felony and there is sufficient descriptive data available, a separate vehicle record should be entered. Note: In the event that the subject is apprehended but the vehicle is not recovered, the wanted or missing person record should be cancelled. Do not attempt to modify the wanted person record to eliminate the person description.



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## V.C. ADDITIONAL CONSIDERATIONS FOR LEADS/NCIC RECORD ENTRY (Continued)

2. Alias Names -- If the subject is known to use aliases, all associated aliases in which the last name differs from that in the NAM Field of the subject's main record should be added to the record by means of an Alias Name Message, described in Chapter 11. Alias names should not be entered into the Miscellaneous Field of the main record because that field is not searchable.
3. Nicknames -- A subject's nicknames are not considered to be aliases, and should only be entered in the Miscellaneous Field of a record.
4. Multiple Charges -- When a subject is wanted on multiple charges, enter the more serious offense in the OFF Field, and list additional charges in the MIS Field. Do not attempt multiple record entries on the same person, no matter how many separate offenses he/she is charged with.
5. Reason for Caution -- When any reason for caution exists, do both of the following:
  - (a) Use the appropriate caution indicator suffix to the message key.
  - (b) Give pertinent details in the first positions of the Permanent MIS Field.
6. John or Jane Doe Warrant -- When entering a record for an unknown murderer wanted on this type of warrant, key "John" or "Jane Doe" into the NAM Field, and enter the homicide victim's descriptive data, including physical description, DOB, SOC, DLN, etc. In the Miscellaneous Field, indicate that the unknown subject may be using the victim's identification. (See page PERS-84.) Then, enter the victim's name as an alias (see Chapter 11). Although John or Jane Doe warrants may be issued for offenses other than homicide, only those warrants for homicide may be entered as records.
7. FBI Rap Sheet -- If the subject of the record you are entering into LEADS and NCIC has an FBI Number and you enter that number in the FBI Field, you can automatically order an FBI rap sheet on that subject by entering the code 'SIR' ("Send Identification Record") as the last item in the Permanent Miscellaneous Field of your entry. A space must precede the 'SIR' code if other information is in the MIS Field. This code will trigger a special message to the NCIC Record Section, where a rap sheet will be prepared manually and mailed to your agency.

## V. ENTERING PERSONS RECORDS (Continued)

### D. GENERAL ENTRY PROCEDURES

At this point it is assumed that you have been given a warrant or some other document from which to enter a record into the Persons File. The seven steps below must be performed to complete the entry properly.

1. Review Requirements for Entry -- Review the requirements in units V.A and B to be sure the wanted or missing person you have been asked to enter meets all of the requirements for entry.
2. Study Sample Enter -- Turn to the sample in Section VI for the kind of person you are about to enter. This will help you plan your entry and determine if you have the minimum identifiers. The Person Types Index on page PERS-78 will help you find the appropriate sample.
3. Obtain Necessary Codes -- In Sections VI and VII are all of the codes you will need. It is suggested that you look them up and write them on the document you will be keying from.
4. Choose Free-Form or Format -- If you have a teletype terminal, you must enter in free-form mode. The sequence of fields for free-form entry is given in paragraph V.E which follows. If you have a CRT terminal, you may enter in free-form at the top of the screen or you may use the Person Enter Format. Obtain the format by keying LFR.FEWM.
5. Key The Data -- Punch a paper tape or key the data into the CRT, double check your keying, and then transmit the message to the computer.
6. Check Enter Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal (see paragraph V.F which follows). You should compare the data in this message with the document you entered the record from to be sure that no errors have been made. Any errors should immediately be corrected by Modification (see Section VIII).
7. Retain Acknowledgment Message -- LEADS Regulations as found in Chapter 30 require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File. (See page REGS-20 in Volume 2.)



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## V. ENTERING PERSONS RECORDS (Continued)

E. FREE-FORM ENTRY -- In free-form entry, it is important to key each data field in the proper sequence. The end of one data field and the beginning of the next is designated by a period. All fields must be accounted for by a period, even if there is no data to be entered. There are two exceptions: 1) the DOE Field is required only for entry of missing juvenile records, and does not need to be accounted for by a period in other types of records; and 2) in cases where no vehicle data is to be entered, a '1' followed by a period should be keyed in place of the VCO Field (see 1.b below). This procedure eliminates the need to enter a period for each of the eleven vehicle data fields. On the CRT screen, the data in one field may not begin on one line and end on the next except for the MIS Field, which may be 3 lines long. Each line must begin with the proper field as shown below:

### 1. Free-Form Field Sequence (Field Identifier codes themselves are not entered.)

#### a. With vehicle description

- 1) MKE.TMP.
- 2) OFF or MNP.DOW or DTM.DOE.\*
- 3) NAM.SEX.RAC.POB.
- 4) DOB.AGE.HGT.WGT.HAI.EYE.SKN.
- 5) FBI.BCI.FPC.SOC.
- 6) DLS.DLN.DLY.MNU.SMT.
- 7) MIS.
- 8) DIS.VCO.VYR.VMA.VMO.VST.
- 9) VIN.
- 10) LIM.LIY.LIS.LIT.LIC.
- 11) OCA.
- 12) ORA.
- 13) ENT.OPR.

#### b. Without vehicle description

- MKE.TMP.  
OFF or MNP.DOW or DTM.DOE.\*  
NAM.SEX.RAC.POB.  
DOB.AGE.HGT.WGT.HAI.EYE.SKN.  
FBI.BCI.FPC.SOC.  
DLS.DLN.DLY.MNU.SMT.  
MIS.  
DIS.1.  
OCA.  
ORA.  
ENT.OPR.

All free-form Persons File entries must be formatted in a minimum of 11 lines in the exact sequence as shown. If the vehicle data fields are omitted (designated by '1.'), and the MIS Field is omitted (designated by one period) or is less than one full line in length (approximately 60 characters), the complete enter message will require exactly 11 lines. If all three lines of the MIS Field are filled, and a vehicle description is included, the enter message will be a maximum of 15 lines in length.

\* DOE Field used in Missing Juvenile entries only.



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## V.E. FREE-FORM ENTRY (Continued)

### 2. Sample Free-Form Enter Message

Problem: Using a free-form message, enter a missing juvenile with vehicle. A white 15-year old male named John J. Johnson is reported missing on July 24, 1980. John was born in Illinois on August 19, 1965. He is described as a 5'07" tall blue-eyed blond weighing 150 pounds. John is believed to be driving a white 1974 Ford Thunderbird, with VIN 4Y87A101892 and 1980 Illinois passenger car plates bearing the number JJ425. The plates expire in September. John was last seen wearing a black Grateful Dead t-shirt and blue cut-offs. Assume you are entering for the ISP Command Center, operator ZC, from terminal LYB, under case number 80-1.

```
Line 1  LEM-J..
Line 2  0029.072480.081980.
Line 3  JOHNSON,JOHN J.M.W.IL.
Line 4  081965.15.507.150.BLN.BLU..
Line 5  ....
Line 6  .....
Line 7  LSW BLK GRATEFUL DEAD TSHIRT,BLUE CUT-OFFS.
Line 8  TWf.WHI.74.FORD.THU.2T.
Line 9  4Y87A101892.
Line 10  09.80.IL.PC.JJ425.
Line 11  80-1.
Line 12  ISP COMMAND CENTER SPRINGFIELD IL.
Line 13  LYB.ZC.
```

Note that the eleven fields in which no data was available (TMP, SKN, FBI, BCI, FPC, SOC, DLS, DLN, DLY, MNU and SMT) are accounted for by one period for each field.

## V. ENTERING PERSONS RECORDS (Continued)

- F. ENTER ACKNOWLEDGMENT MESSAGE -- If the LEADS computer accepts your enter message, it will return a copy of your entry to your terminal. This copy will be characterized by a line containing the Computerized Hot Files date and time stamp, which tells when LEADS processed the acknowledgment message. Also, your CDC and the newly entered record's LEADS Index Number are inserted into the first line, and the time and date of entry are added to the last line. This is called an Enter Acknowledgment Message. The acknowledgment for the sample free-form message on the previous page would look like this:

### SAMPLE ENTER ACKNOWLEDGMENT

```
Line (0) CHF 072480 1456
Line (1) KZY W8040033 LEM-J..
Line (2) 0029.072480.081980.
Line (3) JOHNSON,JOHN J.M.W.IL.
Line (4) 081965.15.507.150 BLN.BLU..
Line (5) ....
Line (6) .....
Line (7) LSW BLK GRATEFUL DEAD TSHIRT,BLUE CUT-OFFS.
Line (8) TWF.WHI.74.FORD.THU.2T.
Line (9) 4Y87A101892.
Line (10) 09.80.IL.PC.JJ425.
Line (11) 80-1.
Line (12) ISP COMMAND CENTER SPRINGFIELD IL.
Line (13) LYB.ZC.1456.072480
```

Line (0) is the standard CHF date and time stamp. Lines (1) through (13) correspond to your original enter message. Line (1) includes your CDC and the LEADS Record Index Number (W8040033) assigned by the LEADS computer. Line (13) ends with the time and date (1456.072480) that the LEADS computer accepted the record.

Note that there will be no enter acknowledgment message from NCIC. The messages you may receive from NCIC upon entering a record result from automatic "crosschecking", described in paragraph G on the next page. To confirm that your record has been entered into NCIC, you must run an inquiry using the LDS number (see Line 1 of the LEADS Enter Acknowledgment Message). The response from LEADS should include an NCIC Index Number (NIC) which confirms that a record is on file at NCIC. If the NIC Field is blank or contains Z's, your record is not yet on file at NCIC or else something has gone wrong.



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## V. ENTERING PERSONS RECORDS (Continued)

G. AUTOMATIC BROADCASTING -- In certain cases, the LEADS computer automatically broadcasts a copy of your newly entered wanted person or temporary want record to all law enforcement LEADS terminals. Missing person, incarcerated subject, accident victim and furloughed inmate record entries are never broadcast.

1. Criteria for Broadcasting -- When your wanted person enter message fits both of the following criteria, or when your temporary want entry fits b. below, automatic broadcasting will occur:

a. Wanted Person Entered Within Five Days of Date of Warrant -- Wanted person entry message passes the edits and is entered into the LEADS file no later than five calendar days after the date entered in the DOW Field.

b. Record Contains Offense Code for Certain Felony -- The OFF Field contains a code for one of the following felonies:

ARSON	FORGERY	LARCENY
ASSAULT	HOMICIDE	ROBBERY
BURGLARY	IMMIGRATION	SEXUAL ASSAULT
FLIGHT-ESCAPE	KIDNAPPING	STOLEN VEHICLE

2. Broadcast Message -- The message which is broadcast to other law enforcement agencies looks exactly like the Enter Acknowledgment Message which is returned to the entering terminal (see the example on page PERS-73).



## V. ENTERING PERSONS RECORDS (Continued)

- H. PERSONS FILE CROSSCHECKS/DUPLICATES -- Whenever an attempt is made to enter a record into the Persons Files, inquiries are automatically generated into the LEADS and NCIC Computerized Hot Files to determine whether any "apparent" or "true" duplicate records are already on file. This procedure is called crosschecking.

The LEADS Persons File is searched by complete NAM (character by character) and SEX, and whatever numeric identifier(s) is supplied in the enter message. If a matching record is already on file, the computer compares the entering CDC in that record with the CDC of the terminal attempting to enter the new record. If the last two characters of the two CDC's match, the new record is a true duplicate and is rejected by the computer. When this happens, the agency attempting entry will receive a message described in paragraph 1 below. If the last two characters of the CDC's don't match, the record is an "apparent" duplicate and is accepted into the file. The agency attempting entry will receive a message described in paragraph 2 on the next page, as well as an Enter Acknowledgment Message.

NCIC's crosschecking procedure differs from that of LEADS. When the enter message contains a complete DOB as the only numeric identifier, the NCIC Persons File is searched by DOB and complete NAM (character by character). When a numeric identifier other than DOB is supplied (i.e. SOC, FBI, MNU, DLN), NCIC's files are searched by that numeric alone. If a matching record is already on file, the computer next compares the ORI in the matching record with the ORI of the agency attempting to enter the new record. If the ORI's are identical, the new record is rejected as a true duplicate. The agency attempting entry receives a "REJ ON FILE" message accompanied by a copy of the record on file. If the ORI's are different, the new record is accepted into the file, and a copy of the record it duplicates (the older entry) is transmitted as a "response" to the new entry.

1. Duplicate of Your Agency's Record (True Duplicate) -- It is not permitted for a single agency to enter the same record into the Persons File a second time as long as the first record has not been cancelled or voided. When this is attempted, the following reject message will be received:

Rcdc CHF18 REJ--DUP REC YOUR AGENCY ON FILE--REC WILL FOLLOW

This line, which contains the CDC of the terminal attempting entry, informs that the record has been rejected because a true duplicate has already been entered by that CDC. A copy of the true duplicate record accompanies this message.

## V.H. PERSONS FILE CROSSCHECKS/DUPLICATES (Continued)

2. Duplicate of Another Agency's Record (Apparent Duplicate) -- When your agency enters a record which matches another agency's record by complete NAM, SEX, and numeric identifier, you will be notified of this fact immediately preceding receipt of your Enter Acknowledgment Message. Your entry message has been accepted into the file. Here is an example of the message you will receive:

Rcdc CHF17 DUP REC FROM cdc ON FILE--REC WILL FOLLOW

The first CDC is your own; the second is that of the agency which entered the record yours apparently duplicates. Immediately following the CHF17 message is the Enter Acknowledgment Message for the record you have just entered. Immediately following that is the other agency's record. It is recommended that you compare it with the one you just entered. It is also recommended that you advise the officer in charge of the case that another department is looking for the same person.

- J. REJECTS -- If you receive any message in response to your enter attempt other than an Enter Acknowledgment, your message has been rejected. You will always receive some kind of response. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check all fields in the enter message that precede and follow the mentioned field. Have you left out a period or added an extra period?
- K. TRAINING ENTER MESSAGE -- Special message keys are provided when you wish to practice entry of wanted and missing person records. LTWE is the training message key for wanted persons, and LTME is for missing persons. The rest of the enter message format is exactly the same for training as it is for an actual entry.

When the computer receives a message beginning with LTWE or LTME, it analyzes (edits) the entire message the same as it would for any other entry. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file; but, you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.



## VI. SAMPLE ENTER MESSAGES

This section (and the next) is designed to provide all of the details you should need to enter any kind of person into the Persons File. The key to this section is the Person Types Index, which lists the various kinds of persons that may be entered. For each type of person, the Index points to the page(s) where the details for entry can be found. In addition, the Person Types Index lists message keys for entry into LEADS only or LEADS/NCIC, and the special Offense and Disposition codes required for entry of missing person records.



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## P E R S O N   T Y P E S   I N D E X

<u>A.</u>	<u>B.</u>	<u>C.</u>		<u>D.</u>	
	ENTER	BASIC ENTER MSG KEY		SAMPLE HIT	
	DETAILS			PAGE NUMBER	
<u>TYPE OF PERSON</u>	<u>(PAGE NO.)</u>	<u>LEADS/NCIC</u>	<u>LEADS ONLY</u>	<u>LEADS</u>	<u>NCIC</u>
Accident Victim	PERS-90	N/A	LEM1V	PERS-23	N/A
Canadian Warrant	N/A	N/A	N/A	N/A	PERS-36
Furloughed Prisoner	(1)	N/A	(1)	PERS-22	N/A
Incarcerated Person	PERS-88	N/A	LEM1R	PERS-20	N/A
Jane or John Doe Warrant	PERS-84	LEW	LEW1	-	-
Missing Person	PERS-86	N/A	LEM1	PERS-18	N/A
Missing Person - Disabled	PERS-86	LEM-D	<del>LEM1</del>	-	-
Missing Person - Endangered	PERS-86	LEM-E	<del>LEM1</del>	-	PERS-32
Missing Person - Involuntary	PERS-86	LEM-I	<del>LEM1</del>	-	-
Missing Person - Juvenile	PERS-86	LEM-J	<del>LEM1</del>	-	-
Temporary Felony Want	PERS-82	LET	<del>LET1</del>	PERS-21	PERS-34
Temporary Misdemeanor Want	PERS-82	N/A	LET1	-	N/A
Wanted Person	PERS-80	LEW	LEW1	PERS-16	PERS-30

(1) May be entered only by the Illinois Department of Corrections.







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## WANTED PERSON (Continued)

E. SAMPLE ENTER PROBLEM: Assume that you are operator #9, working for the Sheriff's Office, St. Clair Co. at terminal KWS, when you receive warrant number 81CF1234, dated February 23, 1981, for the arrest of Alexander H. Williams. Williams is charged with robbery-street-gun (code 1201), and described as a 36-year old white male, birth-date 012345, place of birth Texas, height 6'01", weight 190, brown hair and eyes, ruddy complexion, Social Security number 123-45-6789, Illinois driver's license number W45200845023 expiring in 1984. He wears contact lenses and walks with a limp. Williams is carrying a small caliber chrome pistol and is driving a two-door 1979 black and green Chevrolet Caprice. The car has Illinois passenger plates 112211 that expire December, 1981. Your agency will extradite within 850 miles. This is case number 81-0123.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEWM.):

```
L EW-A TMP WANTED ST CLAIR CO FOR ARMED ROBBERY OFF 1201
DOW 022381 DOE NAM WILLIAMS,ALEXANDER H SEX M
RAC W POB TX DOB 012345 AGE 36 HGT 601 WGT 190 HAI BRO EYE BRO
SKN RUD FBI BCI FPC
SOC 123456789 DLS IL DLN W45200845023 DLY 84 MNU
SMT CON LENSES MIS SMALL CAL CHROME PISTOL,WALKS WITH
LIMP,EXTR WITHIN 850 MILES,WARRANT NBR 81CF1234
T
DIS 850 VCO BLK/GRN VYR 79 VMA CHEV VMO CAP VST 2T
VIN
LIM 12 LIY 81 LIS IL LIT PC LIC 112211
OCA 81-0123 ORA SO ST CLAIR CO IL ENT KWS OPR 09
```

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## SAMPLE ENTER

A. PERSON CATEGORY: TEMPORARY WANT

B. DESCRIPTION: To be used for entering a person who an officer has reasonable ground to believe has committed an offense, but for which a warrant has not yet been obtained. A record may be entered into both LEADS and NCIC for a felony offense, but for a misdemeanor the record should only be entered into LEADS with appropriate disposition limits. This record type was established to allow the entry of a record for an individual who may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. An agency originating a Temporary Want record is responsible for obtaining a warrant as soon as possible and then either: (1) modifying the MKE of the Temporary Want record to the permanent Wanted Person record, or (2) voiding the Temporary Want record and reentering a permanent Wanted Person record.

C. ENTRY REQUIREMENTS: See Section V on pages PERS-65 thru -69.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	NOTES
MKE	Required	LET LET1	LEADS/NCIC. LEADS only. A caution indicator should be added if appropriate (see page PERS-124).
OFF	Required	PERS-128	
DOW	Required	PERS-138	Enter date of escape or date of record entry.
RAC	Required	PERS-146	
DOB	See Note	PERS-152	AGE and an acceptable numeric identifier may be substituted for DOB if subject's DOB is unknown. See page PERS-67 for a complete list of acceptable numeric identifiers.
HGT	Required	PERS-154	
WGT	Required	PERS-155	
HAI	Required	PERS-156	
MIS	Optional	PERS-179	NCIC recommends a 24-hour telephone number. Also, note any limits on how far you will go to return subject if captured.
DIS	Optional	PERS-187	Data not seen in NCIC hit.



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## TEMPORARY WANT (Continued)

E. SAMPLE ENTER PROBLEM: Your department, PD St. Charles, Illinois, is confident of receiving a warrant within the next 48 hours on the subject described below. However, you believe it is essential in this case to get LEADS and NCIC records on file immediately. The date is October 11, 1980, and subject Mary Ann Goldman has failed to return from a furlough which expired yesterday. She had been incarcerated for mail fraud. Goldman is white, was born February 14, 1945 in New York, is 5 feet 2 inches tall and weighs 145 pounds. She has black hair, blue eyes, fair skin, and wears eye glasses. Your case number is ROC44981 and your department will travel 200 miles in any direction to return the prisoner if captured. You are operator TJ entering from terminal KJB.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEWM.):

```
L ET TMP WANTED FAILURE TO RETURN FROM FURLOUGH OFF 4901
DOW 101080 DOE NAM GOLDMAN,MARY ANN SEX F
RAC W POB NY DOB 021445 AGE 35 HGT 502 WGT 145 HAI BLK EYE BLU
SKN FAR FBI BCI FPC
SOC DLS DLN DLY MNU
SMT GLASSES MIS INCARCERATED FOR MAIL FRAUD,
FAILED TO RETURN FROM FURLOUGH 101080, EXTR LIMIT 200 MILES
T
DIS 200 VCO VYR VMA VMO VST
VIN
LIM LIY LIS LIT LIC
OCA ROC44981 ORA PD ST CHARLES IL ENT KJB OPR TJ
```

\*\*\*\*\*

## AUTOMATIC PURGE

A Temporary Want record must be supported by a proper warrant within 2 days of entry. When a proper warrant has been obtained, it is the entering agency's responsibility to either modify the message key of the original record to LEW (permanent want) or void the temporary record and re-enter it as a permanent want record. LEADS and NCIC automatically purge temporary warrant records following the day of entry plus two days.



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## SAMPLE ENTER

A. PERSON CATEGORY: JANE OR JOHN DOE WARRANT

B. DESCRIPTION: This type of record should be entered when an unknown murderer may be using the homicide victim's identification. An alias record using the victim's name must also be entered.

C. ENTRY REQUIREMENTS: A John Doe Warrant must be obtained prior to entering this type of record. See Section V.A and C on pages PERS-65 and -69.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEW1 LEW	LEADS only.  Use caution indicators where LEADS/NCIC.  appropriate.
OFF	Required	PERS-128	
DOW	Required	PERS-138	
NAM	Required	PERS-141	Must be DOE,JANE or DOE,JOHN.
SEX	Required	PERS-145	Enter <u>victim's</u> sex, race and DOB. If victim's DOB
RAC	Required	PERS-146	is not known, at least one other acceptable numeric
DOB	Required	PERS-152	identifier must be entered (e.g. victim's SOC or DLN). For a complete list of acceptable numeric identifiers, see page PERS-67.
HGT	Required	PERS-154	Enter <u>victim's</u> descriptive data.
WGT	Required	PERS-155	
HAI	Required	PERS-156	
num id's	Optional		Enter <u>victim's</u> numeric identification.
MIS	Required	PERS-179	Include "JOHN DOE WARRANT,UNKN SUBJ MAY BE USING VICTIM'S ID".
DIS	Optional	PERS-187	Data not seen in NCIC hit.
VEH	Optional	PERS-188	If the <u>victim</u> was known to use/own a vehicle which
LIC	Optional	PERS-189	cannot be found, enter as much data on the vehicle and its registration as possible.

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PERSONS (9)

## JANE OR JOHN DOE WARRANT (Continued)

E. SAMPLE ENTER PROBLEM: Assume that you, operator KP working for Decatur PD at terminal KND, are to enter a wanted person record based on a John Doe Warrant, dated August 5, 1980. The offense is willful homicide with gun (code 0911). The unknown subject is armed with a .44 caliber handgun and is believed to be using the victim's identification. The victim's description follows: A white male, age 36, 5'06", 145 pounds, brown hair, birth-date 022244, Social Security number 222-67-5461, Missouri driver's license number M200-5354-4053 expiring in 1983. The victim's name is Louis P. Max.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEWM.):

```
L EW-A TMP WANTED DECATUR IL FOR HOMICIDE OFF 0911
DOW 080580 DOE NAM DOE,JOHN SEX M
RAC W POB DOB 022244 AGE 36 HGT 506 WGT 145 HAI BRO EYE
SKN FBI BCI FPC
SOC 222675461 DLS MO DLN M200-5354-4053 DLY 83 MNU
SMT MIS ARMED WITH 44 CAL HANDGUN, JOHN DOE
WARRANT, UNKN SUBJ MAY BE USING VICTIMS ID
T
DIS VCO VYR VMA VMO VST
VIN
LIM LIY LIS LIT LIC
OCA 543 ORA PD DECATUR IL ENT KND OPR KP
```

Assume that the record just entered above is assigned a LEADS Index Number of W8012356. To enter the victim's name as an Alias record, you must key the following message:

LEN.LDS/W8012356.NAM/DOE,JOHN.  
MAX,LOUIS P.

See Chapter 11 for more information about Alias records.



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SAMPLE ENTER

- A. PERSON CATEGORY: MISSING PERSON
- B. TYPES INCLUDED: Includes missing persons of all ages.
- C. ENTRY REQUIREMENTS: See Section V on pages PERS-65 thru -69. NCIC restricts entry to missing persons who fit one of the descriptions: ENDANGERED, INVOLUNTARY, DISABILITY, and JUVENILE.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S	
MKE	Required	LEM-E	Endangered	LEADS & NCIC
		LEM-I	Involuntary	LEADS & NCIC
		LEM-D	Disability	LEADS & NCIC
		LEM-J	Juvenile	LEADS & NCIC
When more than one of the above listed message keys applies to a missing person, the highest on the list should be used.				
<del>LEM1</del> Any circumstances LEADS only				
MNP	Required	0029	When using screen format, key into OFF Field.	
DTM	Required	PERS-138	When using screen format, key into DOW Field.	
DOE	See Note	PERS-139	Required for missing juvenile records (MKE = LEM-J). When the DOE Field is left blank (format) or accounted for by a period (free-form), the computer automatically calculates a DOE of 18 years from the DOB.	
RAC	See Note	PERS-146	Required only if record is going into the NCIC Files.	
DOB	See Note	PERS-152	If DOB is not known, AGE and one other acceptable numeric identifier must be entered (e.g. SOC). For a complete list of acceptable numeric identifiers, see page PERS-67. DOB must be known for entry of missing juvenile (MKE = LEM-J).	
HGT	Required	PERS-154		
WGT	Required	PERS-155		
HAI	Required	PERS-156		
MIS	Optional	PERS-179		
DIS	<del>Required</del>	TWF		
optional				

optional



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PERSONS (9)

## MISSING PERSON (Continued)

E. SAMPLE ENTER PROBLEM: Assume you are operator WJ at terminal KVB, PD Carbondale. A person is reported missing as of 2000 on February 26, 1981. A black, 13-year old male named Jack J. Johnson, described as 5'02", 120 pounds, black hair and brown eyes, birth-date 123167, wearing glasses, and having short Afro hair and a scar on the right shoulder is reported missing and is accompanied by a white male, age 14, who has also been reported missing. (See LDS/W8111345.) Your case number is 81-02262M.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEWM.):

```
L EM-J TMP MISSING CARBONDALE SINCE 2000 OFF 0029
DOW 022681 DOE NAM JOHNSON, JACK J SEX M
RAC B POB IL DOB 123167 AGE 13 HGT 502 WGT 120 HAI BLK EYE BRO
SKN DBR FBI BCI FPC
SOC DLS DLN DLY MNU
SMT GLASSES MIS SHORT AFRO HAIR, SCAR R SHOULDER,
WITH JAMES E JONES, WHI MALE, AGE/14, SEE LDS/W8111345
T
DIS TWF VCO VYR VMA VMO VST
VIN
LIM LIY LIS LIT LIC
OCA 81-02262M ORA PD CARBONDALE IL ENT KVB OPR WJ
```

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PERSONS (9)

## SAMPLE ENTER

- A. PERSON CATEGORY: INCARCERATED SUBJECT
- B. DESCRIPTION: Any subject being held on your department's authority (ORA), either in your department's own jail or the jail of another agency.
- C. ENTRY REQUIREMENTS: LEADS only. See Section V.A on pages PERS-65 and following.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEM1R	May be entered into LEADS only.
OFF	N/A	PERS-126	If a code is entered, it will be dropped by the computer.
DTM	Required	PERS-138	Enter the date of incarceration.
DOE	N/A	PERS-139	
RAC	Optional	PERS-146	Should be entered.
DOB	Required	PERS-152	If the subject's DOB is not known, AGE must be given, along with another acceptable numeric identifier (e.g. SOC, MNU). For a complete list of acceptable numeric identifiers, see page PERS-67.
HGT	Optional	PERS-154	
WGT	Optional	PERS-155	
HAI	Optional	PERS-156	
MIS	Optional	PERS-179	Enter the location of the place where the subject is being held.
DIS	N/A	PERS-187	

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PERSONS (9)

## INCARCERATED SUBJECT (Continued)

E. SAMPLE ENTER PROBLEM: Assume that you, operator ZZ working for SP Joliet at terminal TPO, are asked to enter the following incarcerated subject. A 36-year old white female named Margarita R. Morales was arrested for aggravated battery and incarcerated on March 2, 1981. The subject is described as 5'03", 120 pounds, black hair and brown eyes, birth-date January 23, 1945, birthplace New Mexico, Social Security number 333-33-3333, Illinois driver's license number M64255645623, expiring in 1983.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEWM.):

```
L EM1R TMP INCARCERATED AT WILL CO JAIL OFF
DOW 030281 DOE NAM MORALES, MARGARITA R SEX F
RAC W POB NM DOB 012345 AGE 36 HGT 503 WGT 120 HAI BLK EYE BRO
SKN DRK FBI BCI FPC
SOC 333333333 DLS IL DLN M64255645623 DLY 83 MNU
SMT SC R CHK MIS HELD WILL CO JAIL FOR AGGRAVATED BA
TTERY
T
DIS VCO VYR VMA VMO VST
VIN
LIM LIY LIS LIT LIC
OCA 810306I ORA SP JOLIET IL ENT TPO OPR ZZ
```

## CANCELLATION RESPONSIBILITY

It is the entering terminal agency's responsibility to immediately cancel an incarcerated subject's record when the subject is released from custody or turned over to another authority. It is not permissible to leave a record on file just because it will eventually be removed by an automatic purge. To do so is a violation of LEADS Regulations and Policies. See page REGS-19, paragraph VII.A.3.



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PERSONS (9)

## SAMPLE ENTER

A. PERSON CATEGORY: ACCIDENT VICTIM

B. DEFINITION & PURPOSE: Any person rendered unable to communicate with concerned parties due to involvement in an accident may be entered as an accident victim. The purpose for entering accident victims is to provide a service to the public, especially concerned parties who are trying to account for overdue travelers. If a particular accident victim has been entered into LEADS, then any Illinois department can make an inquiry and answer queries from the public or other concerned parties about the victim.

C. ENTRY REQUIREMENTS: LEADS only. See Section V.A on pages PERS-65 and following.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEM1V	May be entered into LEADS only.
MNP	N/A	PERS-126	
DTM	Required	PERS-138	Should be the date the accident was reported.
DOE	N/A		
RAC	Optional	PERS-146	Enter if available.
DOB	See Note	PERS-152	If the victim's DOB is not known, AGE must be given, along with another acceptable numeric identifier (e.g. DLN, SOC, MNU). For a complete list of acceptable numeric identifiers, see page PERS-67.
HGT	Optional	PERS-154	Enter if available.
WGT	Optional	PERS-155	Enter if available.
HAI	Optional	PERS-156	Enter if available.
MIS	Optional	PERS-179	Enter the name, location, and telephone number of the place (hospital, clinic, etc.) where the victim was taken.
DIS	N/A	PERS-187	
VEH	Optional	PERS-188	The VIN, description (VYR, VMA, VST) and regis-
LIC	Optional	PERS-189	tration data (LIY, LIS, LIT, LIC) of the vehicle being used (if any) by the victim could be useful in confirming the victim's identity.

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PERSONS (9)

## ACCIDENT VICTIM (Continued)

E. SAMPLE ENTER PROBLEM: Assume that it is March 3, 1981, and you, operator WK, are working for PD South Elgin at terminal LSG when you receive an accident report at 1815 hours on a victim who is in critical condition and who has been taken to Elgin Memorial Hospital and placed in the Intensive Care Unit. The victim is a 36-year old white female, born January 23, 1945, named Sally A. Simpson. Her Social Security number is 333-33-3333 and she has an Illinois driver's license number S51278145623 that expires in 1982. No other information is available. The case number is A81-54321.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEWM.):

```
L EM1V TMP ACCIDENT VICTIM-OCCURRED SO ELGIN 1815HRS OFF
DOW 030381 DOE NAM SIMPSON,SALLY A SEX F
RAC W POB DOB 012345 AGE 36 HGT 504 WGT 120 HAI BLN EYE BLU
SKN FAR FBI BCI FPC
SOC 333333333 DLS IL DLN S51278145623 DLY 82 MNU
SMT MIS IN CRITICAL CONDITION AT ELGIN MEMO
RIAL HOSPITAL INTENSIVE CARE UNIT
T
DIS VCO VYR VMA VMO VST
VIN
LIM LIY LIS LIT LIC
OCA A81-54321 ORA PD SOUTH ELGIN IL ENT LSG OPR WK
```





## VII. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the 40 data fields found in Persons File records and messages. Each field is described in a standard, 11-paragraph format labeled A through L. Once you become familiar with the format, you should be able to quickly locate specific information about any field.

### B. SUMMARY/INDEX

On the opposite side of this card and the succeeding page is a summary and index for all Persons File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages. For many situations, the summary may provide the answers to your questions without referring to the details.

### C. CODES

The codes used in certain fields such as OFF, RAC, SKN, etc. are included in tables immediately following the corresponding Field Description. Refer to column Y on the next two pages for code table page numbers.



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PERSONS (9)

## PERSONS FILE DATA FIELD SUMMARY/INDEX

### PERSONS FILE DATA FIELD SUMMARY / INDEX

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
FIELD NAME	FIELD CODE	PERS- PAGE # FOR DETAILS	PERS- PAGE # FOR CODES	NO. OF POSI- TIONS (LENGTH)	CHAR- ACTER TYPES (1)	USED WITH INQ.?	ADD	CHANGE	DELETE	ENTER?
Message Key/Record Label	MKE	122	123	3-5	C	Yes	N/A	Yes	No	Yes
Temporary Info. for Enter	TMP	125	-	to 50	L,N,P	N/A	N/A	N/A	N/A	No
Offense Code	OFF	126	128	4	C	No	N/A	Yes	No	Varies
Missing Person Code	MNP	126	-	4	C	No	N/A	No	No	Varies
Date of Warrant/Temporary/ Escape	DOW	138	-	6	N	No	N/A	Yes	No	Yes
Date Missing/Accident/ Incarcerated	DTM	138	-	6	N	No	N/A	Yes	No	Yes
Date of Emancipation	DOE	139	140	6	N	No	N/A	Yes	No	Varies
Name of Person	NAM	141	-	to 30	L,P	Yes	N/A	Yes	No	Yes
Sex of Person	SEX	145	145	1	C	Yes	N/A	Yes	No	Yes
Race of Person	RAC	146	146	1	C	Yes	Yes	Yes	No	Varies
Place of Birth	POB	147	148	2	C	No	Yes	Yes	Yes	No
Date of Birth	DOB	152	-	6	N	Yes	Yes	Yes	Varies	Varies
Age (LEADS File Only)	AGE	153	-	2	N	No	N/A	N/A	No	Varies
Height	HGT	154	-	3	N	No	Yes	Yes	No	Varies
Weight	WGT	155	-	3	N	No	Yes	Yes	No	Varies
Hair Color	HAI	156	156	3	C	No	Yes	Yes	No	Varies
Eye Color	EYE	157	157	3	C	No	Yes	Yes	Yes	No
Skin Tone	SKN	158	158	3	C	No	Yes	Yes	Yes	No
FBI Number	FBI	159	-	1-9	L,N	Yes	Yes	Yes	Yes	No
BCI Number (LEADS File Only)	BCI	161	-	7	N	Yes(2)	Yes	Yes	Yes	No
Fingerprint Classification	FPC	162	162	20	C	No	Yes	Yes	Yes	No
Social Security Number	SOC	164	-	9	N	Yes	Yes	Yes	Yes	No

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.

(2) Only searches the LEADS File, not NCIC.

CONTINUED BELOW



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PERSONS (9)

## PERSONS FILE DATA FIELD SUMMARY/INDEX (Continued)

### PERSONS FILE DATA FIELD SUMMARY/INDEX (Continued)

A.	B.	X. PERS- PAGE # FOR DETAILS	Y. PERS- PAGE # FOR CODES	C. NO. OF POSI- TIONS (LENGTH)	D. CHAR- ACTER TYPES (1)	E. USED WITH INQ.?	G.1 ADD	G.2 CHANGE	G.3 DELETE	H. WHEN MODIFYING, YOU MAY REQD. FOR ENTER?
FIELD NAME	CODE									
Driver's License State/Country	DLS	165	148	2	C	No	Yes(3)	Yes	Yes(3)	No
Driver's License Number	DLN	166	-	to 20	L,N	Yes	Yes(3)	Yes	Yes(3)	No
Driver's License Year Expires	DLY	167	-	2	N	No	Yes(3)	Yes	Yes(3)	No
Miscellaneous Number	MNU	168	169	to 15	C,L,N,P	Yes	Yes	Yes	Yes(3)	No
Scars, Marks, Tattoos	SMT	170	170	to 10	C	No	Yes	Yes	Yes	No
Miscellaneous (Permanent)	MIS	179	-	to 111	L,N,P	No	Yes	Yes	Yes	Varies
Miscellaneous (Temporary)	-	186	-	to 47	L,N,P	N/A	N/A	N/A	N/A	No
Disposition (LEADS File Only)	DIS	187	187	to 3	N,C	No	Yes	Varies	Varies	Varies
Vehicle Descriptors	-	188	VEH-120	-	VIN	Yes	Yes	Yes	Yes	No
Vehicle Registration Data	-	189	VEH-134	-	LIC	Yes	Yes	Yes	Yes	No
Originating Authority's Case #	OCA	190	-	to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency	Name	ORA	191	8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC	ENT	192	-	3	C	No	N/A	No	No	Yes
Entering Terminal Operator's	Initials/ID	OPR	193	2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	194	-	4	N	No	N/A	No	No	N/A
Date of Entry	DTE	195	-	6	N	No	N/A	No	No	N/A
NCIC Record Index Number	NIC	196	-	10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number	LDS	197	-	8	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

(3) Refer to page indicated in Column X for restrictions governing modification of this field.



## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-5 positions free form; 2-4 with the LFR.FEWM. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                               |                     |
|-------------------|-------------------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Notes 3 and 4 | <u>DELETED?</u> N/A |
|-------------------|-------------------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: The message key tells the computer what kind of message you have sent it (inquiry, enter, etc.) and what file(s) are to be involved (LEADS and/or NCIC Hot Files). In addition to these, with a record entry transaction, the message key is used to specify the reason that the person is being entered (wanted, missing, incarcerated, etc.) and to indicate that extra caution may be necessary in dealing with the subject.
- The record label of any Hot Files record is derived from the message key used to enter or locate the record. The label appears in all hit messages and serves the purpose of quickly identifying for the reader what kind of record has been found. See page PERS-14.
- K. ALLOWABLE DATA AND EDITS: The message key for a Persons File message must be taken from the table on page PERS-124.

- Edits --
1. The message key must exactly match one of those listed in the table.
  2. When cancelling, voiding, modifying or locating a wanted, temporary, or missing person record, the third character of the message key must correspond to the kind of record you are working with (e.g., W for wanted, T for temporary, and M for missing). Except for initial record entry, the keys for accident victim and incarcerated subject transactions are the same as for missing.

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PERSONS (9)

## MESSAGE KEY (MKE) (Continued)

- L. NOTES:
1. When any caution indicator suffix is used, give amplifying details in the MIS Field. (Place weapon information in the first positions of the MIS Field.) This could be vital to the safety of the apprehending officer.
  2. When appropriate, ALWAYS use a caution indicator suffix with the message key, even if you also plan to indicate caution in the MIS Field.
  3. The only reliable way to change the message key or record label of a record is to void the record and then enter a new one using the enter message key which will produce the desired label.
  4. If a record is entered into LEADS only and then it is decided that the record should also be in NCIC, the original record must be voided and re-entered with the appropriate message key. Likewise, when the NCIC copy of a LEADS/NCIC record is to be removed but the LEADS copy is to remain on file, both records must be voided. Then, with the proper message key, a new record can be entered into LEADS only.
  5. When a caution indicator is used in a record that will be forwarded to the NCIC file, part of the MIS Field may be lost. The computer shifts all MIS Field data to the right and inserts the reason for caution (e.g. "ARMED DANGEROUS") into the first portion of the MIS Field. This shifting process will cause the last 17 characters to be lost from the original MIS Field. Ending your MIS data on the seventh line of the LFR.FEWM format will prevent loss of data.

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PERSONS (9)

## MESSAGE KEY (MKE) (Continued)

### BASIC MESSAGE KEYS (1)

<u>MESSAGE TYPE</u>	<u>TO CALL CRT SCREEN FORMAT</u>	<u>WANTED, WARRANT ON FILE</u>	<u>TEMPORARY WANT (WARRANT EXPECTED)</u>	<u>MISSING</u>	<u>ACCIDENT VICTIM</u>	<u>INCARCERATED SUBJECT</u>
INQUIRY	LFR.FINQ.	(See the table on page PERS-8.)				
ENTER						
LEADS & NCIC	LFR.FEWM.	LEW (2)	LET (2)	LEM- (3)	N/A	N/A
LEADS Only	LFR.FEWM.	LEW1 (2)	LET1 (2)		LEM1V	LEM1R
TRAINING	LFR.FEWM.	LTWE	(None)	LTME	(None)	(None)
CANCEL	LFR.FCANC.	LCW	LCT	LCM	LCM	LCM
TRAINING CANCEL	(None)	LTWC				
VOID	LFR.FVOID.	LXW	LXT	LXM	LXM	LXM
MODIFY	LFR.FMOD.	LMW	LMT	LMM	LMM	LMM
TRAINING MODIFY	LFR.FMOD.	LTWM				
LOCATE						
LEADS Only or						
LEADS & NCIC	LFR.FMOD.	LMW	LMT	LMM	N/A	N/A
NCIC Only	(None)	LLW	LLT	LLM	N/A	N/A

### Footnotes:

(1) SCREEN FORMATS -- The CRT screen formats generally provide the first one or two characters of the message key. When using a key from the table, do not repeat the character(s) provided in the format. For example, the message key listed for entering an accident victim is LEM1V. The LFR.FEWM. format provides the L. Therefore, you should only type in 'EM1V' to complete the message key.



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PERSONS (9)

## MESSAGE KEY (MKE) (Continued)

(2) CAUTION INDICATORS -- When any of the following circumstances exist, a caution indicator should be added as a suffix to the basic message key.

- a) Offense involved use of a weapon.
- b) Subject is known to possess a weapon.
- c) Subject has history of violence.
- d) Subject has history of possessing/using weapons.
- e) It is believed subject may cause threat to safety of public or officer when encountered.
- f) Subject is or has known to be suicidal.

### CAUTION INDICATOR SUFFIXES

<u>SUFFIX TO LEW OR LET (includes hyphen)</u>	<u>SUFFIX TO LEW1 OR LET1 (no hyphen)</u>	<u>USE WHEN SUBJECT OF RECORD IS ...</u>
-A	A	considered <u>ARMED</u> and/or DANGEROUS
-S	S	<u>SUICIDAL</u>
-Y	Y	considered ARMED, DANGEROUS, and SUICIDAL

(3) MISSING PERSONS CATEGORIES -- One of the four codes below must be included with the basic message key of LEM- to indicate the circumstances associated with the person's disappearance. If the missing person belongs in more than one category, enter the record using the corresponding code that is highest on the list below.

<u>CODE</u>	<u>TRANSLATION - DEFINITION</u>	<u>COMPLETE MKE</u>
E	<u>Endangered</u> - A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.	LEM-E
I	<u>Involuntary</u> - A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping.	LEM-I
D	<u>Disability</u> - A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.	LEM-D
J	<u>Juvenile</u> - A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in the three preceding categories.	LEM-J



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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Temporary Information for Enter Message
- B. FIELD CODE: TMP
- C. FIELD LENGTH: Up to 50 positions free-form. Format provides 41 positions.
- D. CHARACTER TYPE(S) ALLOWED: All types. Only the period (.) is not permitted in LFR.FEWM. format.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To include, at the time of record entry, information of immediate but temporary value that will appear in the Enter Acknowledgment Message and in the Broadcast Message. The contents of this field are not entered into the Persons File and are not forwarded to NCIC.

When a record will be broadcast upon entry (see page PERS-74), the TMP Field should tell the "What, Where, and When" about the entry. This will assist those receiving the broadcast message in taking appropriate action.

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any free-text notes or statement.

Edits -- None.



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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Offense Code or Missing Person Code
- B. FIELD CODE: OFF or MNP .
- C. FIELD LENGTH: Always 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Only numeric for entry. Response messages may contain alphabetic codes and phrases.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                        |                    |
|-------------------|------------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Note 1 | <u>DELETED?</u> No |
|-------------------|------------------------|--------------------|
- H. ON ENTRY, DATA IS: Required for Wanted, Temporary, and Missing. The code '0029' is required to enter all Missing Entries. Not applicable to Accident Victim and Incarcerated.
- J. PURPOSE AND USAGE: The Offense Code should indicate the most serious charge for which the subject is wanted by the ORA of the record. Lesser offenses with which the subject is charged should be listed in the MIS Field with the date of warrant for each charge.
- K. ALLOWABLE DATA AND EDITS:

The Offense Code must be one of the four-digit, numeric codes from the table beginning on page PERS-128.

For all Missing entries, the code '0029' must be used.

When entering accident victims and incarcerated subjects, no data should be placed in this field.

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PERSONS (9)

## OFF or MNP (Continued)

- L. NOTES:
1. OFF Modification -- The offense code can be modified except when the record is for a missing subject where the code must remain '0029'.
  2. NCIC Uniform Offense Classifications -- When selecting an offense code from the table, choose the code opposite the description that most closely matches the most serious charge given on the warrant(s). The codes are provided by the NCIC for use nationwide. Therefore, the language may not correspond exactly to Illinois or local statutes.
  3. Multiple Charges -- When a subject is wanted on more than one charge, enter the code for the most serious charge into the OFF Field. Then, mention all other charges in the MIS Field. If an additional warrant for a more serious charge is issued after you have entered a record, modify the DOW and OFF fields to reflect the more recent and more serious charge. Also, modify the MIS Field to include the original charge that was previously covered in the OFF Field. To provide room for additional information when the Permanent MIS Field is full, attach an Add-On record to the master record. See Volume 1, Chapter 12 for details.
  4. Offenses of General Applicability -- When the substantive offense is conditioned by one of the following offenses of general applicability, the appropriate wording below (or easily understood abbreviations) must be placed in the MIS Field so the inquiring recipient of the record will know that the substantive offense has not been charged:

### GENERAL OFFENSES

Accessory After the Fact  
Accessory Before the Fact  
Aid/Abet  
Assault to Commit  
Attempt to Commit  
Conspiracy to Commit  
Facilitation of  
Solicitation to Commit  
Threat to Commit

5. Unlawful Flight Charge -- When the Federal charge is unlawful flight, enter code '4902' in the Offense Field. In the Miscellaneous Field, enter the appropriate acronym from the list below, followed by a description of the legal charge (e.g. UFAP-MURDER).

<u>Acronym</u>	<u>Unlawful Flight ...</u>
UFAC	To Avoid Confinement
UFAP	To Avoid Prosecution
UFAT	To Avoid Giving Testimony



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PERSONS (9)

## OFF (Continued)

### OFFENSE CODES FOR WANTED PERSONS

The codes on the following pages are the NCIC Uniform Offense Classifications for use in the Offense (OFF) Field of the Wanted Person File. The offenses are grouped into categories and arranged in numerical order by OFF code. The Index below lists the categories alphabetically and may help you locate the offense and code you need.

When any offense code ending in '99' is used, free text or easily understood abbreviations explaining or describing the offense must be placed in the Miscellaneous (MIS) Field. When any other offense code is used, free text or easily understood abbreviations further explaining or describing the offense may be entered in the Miscellaneous (MIS) Field.

### OFFENSE CATEGORY INDEX

#### PAGE PERS- OFFENSE CATEGORY

131	Abortion
137	Antitrust
131	Arson
130	Assault
130	Assault, Sexual
135	Bribery
131	Burglary
136	Civil Rights
134	Commercialized Sexual Offenses
137	Conservation
132	Counterfeiting
137	Crimes Against Person
133	Damage Property
133	Dangerous Drugs
137	Decency - Morals Crimes
133	Drugs, Dangerous
137	Election Laws
132	Embezzlement
135	Escape - Flight
131	Extortion
134	Family Offenses
135	Flight - Escape
132	Forgery
132	Fraudulent Activities
134	Gambling
136	Health - Safety
129	Homicide
129	Immigration
137	Invasion of Privacy
135	Judiciary, Obstructing
129	Kidnapping

#### PAGE PERS- OFFENSE CATEGORY

131	Larceny
134	Liquor
129	Military
137	Morals - Decency Crimes
134	Obscenity
135	Obstructing Judiciary, Congress, Legislature, or a Commission
135	Obstructing The Police
136	Peace, Public
137	Person, Crimes Against
135	Police, Obstructing
137	Privacy, Invasion of
137	Property Crimes
133	Property, Damage
132	Property, Stolen
137	Public Order Crimes
136	Public Peace
137	Revenue, Tax
130	Robbery
136	Safety - Health
133	Sex Offenses
130	Sexual Assault
134	Sexual Offenses, Commercialized
137	Smuggling
129	Sovereignty
132	Stolen Property
132	Stolen Vehicle
137	Tax Revenue
136	Traffic Offenses
132	Vehicle, Stolen
136	Weapons Offenses



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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS

### CATEGORY/

OFF CODE      OFFENSE DESCRIPTION

#### SOVEREIGNTY

0101    Treason  
0102    Treason Mispriison  
0103    Espionage  
0104    Sabotage  
0105    Sedition  
0106    Selective Service  
0199    Sovereignty (must describe offense in MIS Field)

#### MILITARY (To be used only by the FBI and Military Agencies)

0201    Desertion  
0299    Military (must describe offense in MIS Field)

#### IMMIGRATION

0301\*    Illegal Entry  
0302\*    False Citizenship  
0303\*    Smuggling Aliens  
0399\*    Immigration (must describe offense in MIS Field)

#### HOMICIDE

0901\*    Homicide - Willful Kill-Family-Gun (describe gun in MIS Field)  
0902\*    Homicide - Willful Kill-Family-Weapon (Identify weapon in MIS Field)  
0903\*    Homicide - Willful Kill-Nonfamily-Gun (describe gun in MIS Field)  
0904\*    Homicide - Willful Kill-Nonfamily-Weapon (Identify weapon in MIS Field)  
0905\*    Homicide - Willful Kill-Public Official-Gun (describe gun in MIS Field)  
0906\*    Homicide - Willful Kill-Public Official-Weapon (Identify weapon in MIS Field)  
0907\*    Homicide - Willful Kill-Police Officer-Gun (describe gun in MIS Field)  
0908\*    Homicide - Willful Kill-Police Officer-Weapon (Identify weapon in MIS Field)  
0909\*    Homicide - Negligent Manslaughter-Vehicle  
0910\*    Homicide - Negligent Manslaughter-Weapon (Identify weapon in MIS Field)  
0911\*    Homicide - Willful Kill-Gun (describe gun in MIS Field)  
0912\*    Homicide - Willing Kill-Weapon (Identify weapon in MIS Field)  
0999\*    Homicide (describe offense in MIS Field)

#### KIDNAPPING

1001\*    Kidnapping Minor For Ransom  
1002\*    Kidnapping Adult For Ransom  
1003\*    Kidnapping Minor To Sexually Assault  
1004\*    Kidnapping Adult To Sexually Assault  
1005\*    Kidnapping Minor  
1006\*    Kidnapping Adult  
1007\*    Kidnapping Hostage For Escape  
1008\*    Abduction - No Ransom Or Assault  
1009\*    Kidnapping - Hijack Aircraft  
1099\*    Kidnapping - (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See page PERS-74.

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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

CATEGORY/ OFF CODE	OFFENSE DESCRIPTION
-----------------------	---------------------

### SEXUAL ASSAULT

1101*	Rape - Gun (describe gun in MIS Field)
1102*	Rape With Weapon (Identify weapon in MIS Field)
1103*	Rape - Strongarm
1104*	Sexual Assault - Sodomy-Boy-Gun (describe gun in MIS Field)
1105*	Sexual Assault - Sodomy-Man-Gun (describe gun in MIS Field)
1106*	Sexual Assault - Sodomy-Girl-Gun (describe gun in MIS Field)
1107*	Sexual Assault - Sodomy-Woman-Gun (describe gun in MIS Field)
1108*	Sexual Assault - Sodomy-Boy-Weapon (Identify weapon in MIS Field)
1109*	Sexual Assault - Sodomy-Man-Weapon (Identify weapon in MIS Field)
1110*	Sexual Assault - Sodomy-Girl-Weapon (Identify weapon in MIS Field)
1111*	Sexual Assault - Sodomy-Woman-Weapon (Identify weapon in MIS Field)
1112*	Sexual Assault - Sodomy-Boy-Strongarm
1113*	Sexual Assault - Sodomy-Man-Strongarm
1114*	Sexual Assault - Sodomy-Girl-Strongarm
1115*	Sexual Assault - Sodomy-Woman-Strongarm
1116*	Statutory Rape - No Force
1117*	Sexual Assault - Carnal Abuse
1199*	Sexual Assault (describe offense in MIS Field)

### ROBBERY

1201*	Robbery - Business-Gun (describe gun in MIS Field)
1202*	Robbery - Business-Weapon (Identify weapon in MIS Field)
1203*	Robbery - Business-Strongarm
1204*	Robbery - Street-Gun (describe gun in MIS Field)
1205*	Robbery - Street-Weapon (Identify weapon in MIS Field)
1206*	Robbery - Street-Strongarm
1207*	Robbery - Residence-Gun (describe gun in MIS Field)
1208*	Robbery - Residence-Weapon (Identify weapon in MIS Field)
1209*	Robbery - Residence-Strongarm
1210*	Forcible Purse Snatching
1211*	Robbery - Banking-Type Institution
1299*	Robbery (describe offense in MIS Field)

### ASSAULT (Also, see Sexual Assault above)

1301*	Aggravated Assault - Family-Gun (describe gun in MIS Field)
1302*	Aggravated Assault - Family-Weapon (Identify weapon in MIS Field)
1303*	Aggravated Assault - Family-Strongarm
1304*	Aggravated Assault - Nonfamily-Gun (describe gun in MIS Field)
1305*	Aggravated Assault - Nonfamily-Weapon (Identify weapon in MIS Field)
1306*	Aggravated Assault - Nonfamily-Strongarm
1307*	Aggravated Assault - Public Official-Gun (describe gun in MIS Field)
1308*	Aggravated Assault - Public Official-Weapon (Identify weapon in MIS Field)
1309*	Aggravated Assault - Public Official-Strongarm
1310*	Aggravated Assault - Police Officer-Gun (describe gun in MIS Field)
1311*	Aggravated Assault - Police Officer-Weapon (Identify weapon in MIS Field)
1312*	Aggravated Assault - Police Officer-Strongarm
1313*	Simple Assault
1314*	Aggravated Assault - Gun (describe gun in MIS Field)
1315*	Aggravated Assault - Weapon (Identify weapon in MIS Field)
1316*	Intimidation
1399*	Assault (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See page PERS-74.



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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

### CATEGORY/ OFF CODE

### OFFENSE DESCRIPTION

#### ABORTION

1401 Abortional Act On Other  
1402 Abortional Act On Self  
1403 Submission To Abortional Act  
1404 Abortifacient (in MIS, indicate selling, mfg., delivering, etc.)  
1499 Abortion (describe offense in MIS Field)

#### ARSON

2001\* Arson - Business-Endangered Life  
2002\* Arson - Residence-Endangered Life  
2003\* Arson - Business-Defraud Insurer  
2004\* Arson - Residence-Defraud Insurer  
2005\* Arson - Business  
2006\* Arson - Residence  
2007\* Burning Of (explain in MIS Field)  
2008\* Arson - Public-Building-Endangered Life  
2009\* Arson - Public-Building  
2099\* Arson (describe offense in MIS Field)

#### EXTORTION

2101 Extortion - Threat Injure Person  
2102 Extortion - Threat Damage Property  
2103 Extortion - Threat Injure Reputation  
2104 Extortion - Threat Accuse Person Of Crime  
2105 Extortion - Threat Of Informing Of Vio.  
2199 Extortion (describe offense in MIS Field)

#### BURGLARY

2201\* Burglary - Safe-Vault  
2202\* Burglary - Forced Entry-Residence  
2203\* Burglary - Forced Entry-Nonresidence  
2204\* Burglary - No Forced Entry-Residence  
2205\* Burglary - No Forced Entry-Nonresidence  
2206\* Burglary Tools - Possession  
2207\* Burglary - Banking-Type Institution  
2299\* Burglary (describe offense in MIS Field)

#### LARCENY

2301\* Pocketpicking  
2302\* Purse Snatching - No Force  
2303\* Shoplifting  
2304\* Larceny - Parts From Vehicle  
2305\* Larceny - From Auto  
2306\* Larceny - From Shipment  
2307\* Larceny - From Coin Machine  
2308\* Larceny - From Building  
2309\* Larceny - From Yards  
2310\* Larceny - From Mails  
2311\* Larceny - From Banking-Type Institution  
2312\* Larceny - From Interstate Shipment  
2313\* Obstruct Correspondence (postal violation)  
2314\* Theft of US Government Property  
2315\* Larceny On US Government Reservation  
2316\* Larceny - Postal  
2399\* Larceny (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See page PERS-74.



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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

### STOLEN VEHICLE (Theft, Sale, Receipt, etc.)

2401\* Theft And Sale Vehicle  
2402\* Theft And Strip Vehicle  
2403\* Theft And Use Vehicle Other Crime  
2404\* Vehicle Theft  
2405\* Theft Vehicle By Bailee  
2406\* Receive Stolen Vehicle  
2407\* Strip Stolen Vehicle  
2408\* Possess Stolen Vehicle  
2409\* Interstate Transportation Of Stolen Vehicle  
2410\* Aircraft Theft  
2411\* Unauthorized Use Of Vehicle (includes joy riding)  
2499\* Stolen Vehicle (describe offense in MIS Field)

### FORGERY (COUNTERFEITING)

2501\* Forgery Of Checks  
2502\* Forgery Of (Identify object in MIS Field)  
2503\* Counterfeiting Of (Identify object in MIS Field)  
2504\* Pass Forged (Identify object in MIS Field; use "pass" for "utter" and/or "distribute")  
2505\* Pass Counterfeited (Identify object in MIS Field; use "pass" for "utter" and/or "distribute")  
2506\* Possess Forged (Identify object in MIS Field)  
2507\* Possess Counterfeited (Identify object in MIS Field)  
2508\* Possess Tools For (Indicate "forgery" or "counterfeiting" in MIS Field)  
2509\* Transport Forged (Identify object in MIS Field)  
2510\* Transport Counterfeited (Identify object in MIS Field)  
2511\* Transport Tools For (Indicate "forgery" or "counterfeiting" in MIS Field)  
2589\* Forgery (describe offense in MIS Field)  
2599\* Counterfeiting (describe offense in MIS Field)

### FRAUDULENT ACTIVITIES

2601 Fraud - Confidence Game  
2602 Fraud - Swindle  
2603 Mail Fraud  
2604 Fraud - Impersonation  
2605 Fraud - Illegal Use Of Credit Cards  
2606 Fraud - Insufficient Funds Check  
2607 Fraud - False Statement  
2608 Fraud By Wire  
2699 Fraud (describe offense in MIS Field)

### EMBEZZLEMENT

2701 Embezzle - Business Property  
2702 Embezzle - Interstate Shipment  
2703 Embezzle - Banking-Type Institution  
2704 Embezzle - Public Property (U.S., state, county, city property)  
2705 Embezzle - Postal  
2799 Embezzle (describe offense in MIS Field)

### STOLEN PROPERTY

2801 Sale of Stolen Property  
2802 Transport Interstate Stolen Property  
2803 Receive Stolen Property  
2804 Possess Stolen Property  
2805 Conceal Stolen Property  
2899 Stolen Property (describe offense in MIS Field)

Current enter message is broadcast statewide. See page PERS-74.

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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

CATEGORY/  
OFF CODE      OFFENSE DESCRIPTION

### DAMAGE PROPERTY

2901      Damage Property - Business  
2902      Damage Property - Private  
2903      Damage Property - Public  
2904      Damage Property - Business - With Explosive (describe type in MIS Field)  
2905      Damage Property - Private - With Explosive (describe type in MIS Field)  
2906      Damage Property - Public - With Explosive (describe type in MIS Field)  
2999      Damage Property (describe offense in MIS Field)

### DANGEROUS DRUGS

3501      Hallucinogen (Not to include marijuana) - Manufacturing  
3502      Hallucinogen (Not to include marijuana) - Distributing  
3503      Hallucinogen (Not to include marijuana) - Selling  
3504      Hallucinogen (Not to include marijuana) - Possession  
3505      Hallucinogen (Not to include marijuana) (describe offense in MIS Field)  
3510      Heroin - Selling  
3511      Heroin - Smuggling  
3512      Heroin - Possession  
3513      Heroin - (describe offense in MIS Field)  
3520      Opium Or Derivative - Selling  
3521      Opium Or Derivative - Smuggling  
3522      Opium Or Derivative - Possession  
3523      Opium Or Derivative (describe offense in MIS Field)  
3530      Cocaine - Selling  
3531      Cocaine - Smuggling  
3532      Cocaine - Possession  
3533      Cocaine (describe offense in MIS Field)  
3540      Synthetic Narcotic - Selling  
3541      Synthetic Narcotic - Smuggling  
3542      Synthetic Narcotic - Possession  
3543      Synthetic Narcotic (describe offense in MIS Field)  
3550      Narcotic Equipment - Possession  
3560      Marijuana - Selling  
3561      Marijuana - Smuggling  
3562      Marijuana - Possession  
3563      Marijuana - Producing  
3564      Marijuana (describe offense in MIS Field)  
3570      Amphetamine - Manufacturing  
3571      Amphetamine - Selling  
3572      Amphetamine - Possession  
3573      Amphetamine (describe offense in MIS Field)  
3580      Barbiturate - Manufacturing  
3581      Barbiturate - Selling  
3582      Barbiturate - Possession  
3583      Barbiturate (describe offense in MIS Field)  
3599      Dangerous Drugs (describe offense in MIS Field)

SEX OFFENSES (Not involving sexual assault or commercialized sex. See PERS-130 and PER-134 respectively.)

3601      Sex Offense - Against Child - Fondling  
3602      Homosexual Act With Girl  
3603      Homosexual Act With Boy  
3604      Incest With Minor  
3605      Indecent Exposure  
3606      Bestiality  
3607      Incest With Adult  
3608      Seduction Of Adult  
3609      Homosexual Act With Woman  
3610      Homosexual Act With Man  
3611      Peeping Tom  
3699      Sex Offense (describe offense in MIS Field)



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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

CATEGORY/ OFF CODE	OFFENSE DESCRIPTION
-----------------------	---------------------

### OBSCENITY

3700	Obscene Material (describe offense in MIS Field)
3701	Obscene Material - Manufacturing
3702	Obscene Material - Selling
3703	Obscene Material - Mailing
3704	Obscene Material - Possession
3705	Obscene Material - Distributing
3706	Obscene Material - Transporting
3707	Obscene Communication
3799	Obscenity (describe offense in MIS Field)

### FAMILY OFFENSES

3801	Neglect Family
3802	Cruelty Toward Child
3803	Cruelty Toward Wife
3804	Bigamy
3805	Contributing To The Delinquency Of A Minor
3806	Neglect Child
3807	Nonpayment Of Alimony
3808	Nonsupport Of Parent
3899	Family Offense (describe offense in MIS Field)

### GAMBLING

3901	Bookmaking
3902	Card Game - Operating
3904	Card Game
3905	Dice Game - Operating
3907	Dice Game
3908	Gambling Device - Possession
3909	Gambling Device - Transporting
3910	Gambling Device - Not Registered
3911	Gambling Device
3912	Gambling Goods - Possession
3913	Gambling Goods - Transporting
3914	Gambling Goods
3915	Lottery - Operating
3916	Lottery - Runner
3918	Lottery
3919	Sports Tampering
3920	Transmit Wager Information
3921	Establish Gambling Place
3999	Gambling (describe offense in MIS Field)

### COMMERCIALIZED SEXUAL OFFENSES

4001	Keeping House Of Ill Fame
4002	Procure For Prostitute (pimping)
4003	Commercial Sex - Homosexual Prostitution
4004	Prostitution
4005	Frequent House Of Ill Fame
4006	Transport Female Interstate For Immoral Purpose
4099	Commercial Sex (describe offense in MIS Field)

### LIQUOR (Not to include tax and revenue matters or driving under the influence.)

4101	Liquor - Manufacturing
4102	Liquor - Selling
4103	Liquor - Transporting
4104	Liquor - Possession
4199	Liquor (describe offense in MIS Field)



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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

### CATEGORY/

OFF CODE      OFFENSE DESCRIPTION

#### OBSTRUCTING THE POLICE

4801    Resisting Officer  
4802    Obstructing Criminal Investigation  
4803    Making False Report  
4804    Evidence - Destroying  
4805    Witness - Dissuading  
4806    Witness - Deceiving  
4807    Refusing To Aid Officer  
4808    Compounding Crime  
4809    Unauthorized Communication With Prisoner  
4810    Illegal Arrest  
4811    Crossing Police Lines  
4812    Failure To Report Crime  
4813    Failing To Move On  
4899    Obstructing Police (describe offense in MIS Field)

#### FLIGHT - ESCAPE

4901\*    Escape - (Identify original offense committed by violator in MIS Field and enter date of escape in DOW Field.)  
4902\*    Flight To Avoid Prosecution, Confinement, or Giving Testimony (When the Federal charge is unlawful flight (UFAC, UFAP, or UFAT), enter code 4902 in the Offense (OFF) Field. In the Miscellaneous (MIS) Field enter UFAC, UFAP, or UFAT followed by a description of the local charge, for example, UFAP-MURDER.)  
4903\*    Aiding Prisoner Escape (Identify type Institution in MIS Field)  
4904\*    Harboring Escapee or Fugitive  
4999\*    Flight-Escape (describe offense in MIS Field)

#### OBSTRUCTING JUDICIARY, CONGRESS, LEGISLATURE, OR A COMMISSION

5001    Bail - Secured Bond  
5002    Bail - Personal Recognizance  
5003    Perjury  
5004    Perjury - Subornation Of  
5005    Contempt Of Court - (Identify original offense committed by violator in MIS Field)  
5006    Obstructing Justice  
5007    Obstructing Court Order  
5008    Misconduct - Judicial Officer  
5009    Contempt Of Congress  
5010    Contempt Of Legislature  
5011    Parole Violation - (Identify original offense committed by violator in MIS Field)  
5012    Probation Violation - (Identify original offense committed by violator in MIS Field)  
5013    Conditional Release Violation  
5014    Mandatory Release Violation  
5015    Failure to Appear - (Identify original offense committed by violator in MIS Field)  
5099    Obstructing (must describe offense in MIS Field; specify Judiciary, Congress, Legislature, or Commission)

#### BRIBERY

5101    Bribe - Giving  
5102    Bribe - Offering  
5103    Bribe - Receiving  
5104    Bribe (describe offense in MIS Field)  
5105    Conflict Of Interest  
5106    Gratuity - Giving  
5107    Gratuity - Offering  
5108    Gratuity - Receiving  
5109    Gratuity (describe offense in MIS Field)  
5110    Kickback - Giving  
5111    Kickback - Offering  
5112    Kickback - Receiving  
5113    Kickback (describe offense in MIS Field)  
5199    Bribery (describe offense in MIS Field)

\*Current enter message is broadcast statewide. See page PERS-74.

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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

CATEGORY/  
OFF CODE    OFFENSE DESCRIPTION

### WEAPON OFFENSES

5201 Altering Identification On Weapon (specify weapon in MIS Field)  
5202 Carrying Concealed Weapon (specify weapon in MIS Field)  
5203 Carrying Prohibited Weapon (specify weapon in MIS Field)  
5204 Explosives - Teaching Use (specify in MIS Field))  
5205 Explosives - Transporting (specify in MIS Field)  
5206 Explosives - Using (specify in MIS Field)  
5207 Incendiary Device - Possession (specify device in MIS Field)  
5208 Incendiary Device - Using (specify device in MIS Field)  
5209 Incendiary Device - Teaching Use (specify device in MIS Field) (Do not use if ARSON)  
5210 Licensing - Registration of Weapon (specify weapon in MIS Field)  
5211 Explosives - Possession (specify in MIS Field)  
5212 Possession Of Weapon (specify weapon in MIS Field)  
5213 Firing Weapon (specify weapon in MIS Field)  
5214 Selling Weapon (specify weapon in MIS Field)  
5215 Threat To Bomb (specify in MIS Field)  
5216 Threat To Burn (specify in MIS Field)  
5299 Weapon Offense (describe offense in MIS Field)

### PUBLIC PEACE

5301 Anarchism  
5302 Riot - Inciting  
5303 Riot - Engaging In  
5304 Riot - Interfere Fireman  
5305 Riot - Interfere Officer  
5306 Riot (describe offense in MIS Field)  
5307 Assembly - Unlawful  
5309 Harassing Communication  
5310 Desecrating Flag  
5311 Disorderly Conduct (specify conduct in MIS Field)  
5399 Public Peace (describe offense in MIS Field)

### TRAFFIC OFFENSES

5401 Hit And Run  
5402 Transportation Of Dangerous Material  
5403 Driving Under Influence Of Drugs  
5404 Driving Under Influence Of Liquor  
5499 Traffic Offense (describe offense in MIS Field; Records with this OFF code are not sent to NCIC.)

### HEALTH - SAFETY

5501 Drugs - Adulterated  
5502 Drugs - Misbranded  
5503 Drugs (describe offense in MIS Field)  
5510 Food - Adulterated  
5511 Food - Misbranded  
5512 Food (describe offense in MIS Field)  
5520 Cosmetics - Adulterated  
5521 Cosmetics - Misbranded  
5522 Cosmetics (describe offense in MIS Field)  
5599 Health - Safety (describe offense in MIS Field)

### CIVIL RIGHTS

5699 Civil Rights (describe offense in MIS Field)



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PERSONS (9)

## OFFENSE CODES (OFF) FOR WANTED PERSONS (Continued)

### CATEGORY/

OFF CODE    OFFENSE DESCRIPTION

#### INVASION OF PRIVACY

5701    Divulge Eavesdrop Information  
5702    Divulge Eavesdrop (Order)  
5703    Divulge Message Contents  
5704    Eavesdropping (describe offense in MIS Field)  
5705    Eavesdropping Equipment (describe offense in MIS Field)  
5706    Opening Sealed Communication  
5707    Trespassing (describe offense in MIS Field)  
5708    Wiretap - Failure To Report  
5799    Invade Privacy (describe offense in MIS Field)

#### SMUGGLING

5801    Smuggle Contraband (specify type in MIS Field)  
5802    Smuggle Contraband Into Prison (specify type in MIS Field)  
5803    Smuggle To Avoid Paying Duty (specify type in MIS Field)  
5899    Smuggling - (describe in MIS Field)

#### ELECTION LAWS

5999    Election Laws (describe in MIS Field)

#### ANTITRUST

6099    Antitrust (further describe in MIS Field)

#### TAX REVENUE

6101    Income Tax (describe offense further in MIS Field)  
6102    Sales Tax (describe offense further in MIS Field)  
6105    Liquor Tax (describe offense further in MIS Field)  
6199    Tax Revenue (describe offense in MIS Field)

#### CONSERVATION

6201    Conservation - Animals (describe offense further in MIS Field)  
6202    Conservation - Fish (describe offense further in MIS Field)  
6203    Conservation - Birds (describe offense further in MIS Field)  
6204    Conservation - License-Stamp (describe offense in MIS Field)  
6205    Conservation - Environment (describe offense in MIS Field)  
6299    Conservation (describe offense in MIS Field)

#### CRIMES AGAINST PERSON

7099    Crimes Against Person (must describe offense and weapon, if used, in MIS Field)

#### PROPERTY CRIMES

7199    Property Crimes (must describe offense and weapon, if used, in MIS Field)

#### MORALS - DECENCY CRIMES

7299    Morals - Decency Crimes (must describe offense and weapon, if used, in MIS Field)

#### PUBLIC ORDER CRIMES

7399    Public Order Crimes (must describe offense and weapon, if used, in MIS Field)



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PERSONS (9)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Date of Warrant, Date Felony or Misdemeanor Committed\*, Date of Escape\*, Date Missing, Date of Accident, Date of Incarceration
- B. FIELD CODE: DOW or DTM
- C. FIELD LENGTH: Always 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To document the date of the event -- warrant issued, felony committed, subject escaped, subject missed, subject ran away, accident occurred, or subject incarcerated -- that caused the record to be entered. DOW or DTM is independent of the date that the record is actually being keyed into the terminal.
- K. ALLOWABLE DATA AND EDITS: Any possible date expressed in month-day-year format (July 6, 1979 is 070679) which is equal to or older than the date of entry. A date in the future compared to the date of entry will be rejected -- a record cannot be entered prior to the event on which that record is based.

\*Date offense committed or date of escape on temporary entries only.

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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Date of Emancipation
- B. FIELD CODE: DOE
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required only for Missing Juvenile if out-of-state resident, (message key LEM-J). See Note 1. Must be left blank for all other record types.
- J. PURPOSE AND USAGE: Indicates the date on which the juvenile will reach legal age as determined by the laws in the juvenile's state of residence at the time of disappearance or running away. This date is used by the LEADS and NCIC computers to purge missing juvenile records once the DOE has passed. At that time, the subject is no longer a juvenile.
- Most states have a fixed age of emancipation that is referred to as the age of majority. However, many states have exceptions which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18, may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.
- Exceptions to the age of emancipation may be changed by the passage of state law(s). Before entering a record for a missing person who is a resident of another state, contact the NCIC Control Terminal Office of that state to obtain information concerning the age of emancipation.
- K. ALLOWABLE DATA AND EDITS: Can be any date in the future in month-day-year format (September 13, 1986 is 091386).

When entering a record with DOE included, the edits require a legitimate date which is (1) in the future from the date of entry, but (2) never more than 21 years beyond the date of birth. The computer cannot edit to insure that the DOE is correct for the subject's state of residence because the enter message does not provide for a state of residence field.

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PERSONS (9)

## DATE OF EMANCIPATION (DOE) (Continued)

- L. NOTES:
1. If the message key is LEM-J and the DOE Field is not used, the LEADS computer assumes emancipation will occur at age 18. It then automatically calculates the DOE based on the DOB and inserts the computed DOE into the record.
  2. If the DOB is modified, there is no edit or automatic process to bring the DOE in line with the new DOB. Therefore, the DOE should be modified in accordance with the revised DOB.



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PERSONS (9)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Name of Subject
- B. FIELD CODE: NAM
- C. FIELD LENGTH: 3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters, one comma (required), hyphens and spaces. NCIC substitutes the number 0 for every letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes, always.
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |              |                 |    |
|---------------|-----|-----------------|--------------|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes (Note 2) | <u>DELETED?</u> | No |
|---------------|-----|-----------------|--------------|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Serves as the principal non-numeric identifier in all Persons records. When an inquiry which includes NAM is made, the computer uses a Soundexed-version of the name to search the files (see Note 8 on page PERS-144).
- K. ALLOWABLE DATA AND EDITS:

For purposes of inquiry and entry, the elements of a subject's name are: last name (required); comma (required); first name or initial (required); single space (required); middle name(s) or initial(s) if any; and single space after each middle name or initial.

### Examples:

JONES, JAMES E  
SMITH, R TERRY  
XENTER, ROGER ADAM

The computer edits your message for correct sequence and spacing.

## NAME (NAM) (Continued)

- L. NOTES:
1. Use Complete Name -- If a subject's complete name is available, it should be used. No element should be abbreviated unless the complete name exceeds the 30-character maximum NAM Field length.
  2. Use Exact Spelling for Modification -- When modifying, cancelling, locating or voiding a Wanted or Missing record, the name must be keyed with the exact spelling and spacing as used in the record on file. For example, if the middle name in the record was entered in full, any modification, cancellation, locate or void for the record must include the full middle name.
  3. Titles and Degrees -- Titles or degrees of individuals, including foreign titles and degrees, and their abbreviations, for example, Jr., Sr., II, III, Mr., Miss, Mrs., Ms., Prof., Ph.D., Capt., Lt., D.D.S., Dr., Rev., etc., are not used in the Name Field; however, a title or degree may be included as an alias when it is known or believed the title or degree may be used by the individual when identifying himself/herself. (Used on Alias only.) For example:  
  
BROWN,JOHN WILLIAM REV  
SMITH,ROBERT L MRS
  4. Names with Apostrophes -- Names with apostrophes (O'Neal, O'Boyle) should be condensed, eliminating the apostrophe (ONEAL, OBOYLE).
  5. Alias Names -- Aliases must be formatted in the same way as a subject's 'main record' name, and entered by means of an Alias Name Message (see Chapter 11). Don't confuse alias names with nicknames. Generally, the last name of an alias differs from that in the subject's main record.

## NAME (NAM) (Continued)

6. Hispanic and Other Compound Names -- For Hispanic names, which often contain compound surnames (paternal and maternal), the full name including both surnames, if known, should be entered in the Name Field. For example:

Subject's Name - Jose Rodriguez-Gonzalez (hyphenated)  
LEADS/NCIC Name - RODRIGUEZ-GONZALEZ,JOSE

Subject's Name - Jose Rodriguez Gonzalez (non-hyphenated)  
LEADS/NCIC Name - RODRIGUEZ GONZALEZ,JOSE

Subject's Name - Jose Rodriguez y Gonzalez (Spanish letter "y"  
LEADS/NCIC Name - RODRIGUEZ Y GONZALEZ,JOSE in place of hyphen)

Additionally, each surname component of the full name must be entered individually as a separate alias record entry (see Chapter 11) to supplement the Wanted or Missing Person record already in file. This will ensure the possibility of a hit, should either surname be inquired upon.

When entering each surname component individually as an alias, do not enter the hyphen or letter "y" if present in the name. Using the above name as an example, the following two aliases would be appended to the main record:

AKA/RODRIGUEZ,JOSE  
AKA/GONZALEZ,JOSE

Other compound surnames should be entered in the same manner as described above.

7. Oriental Names -- For oriental names, the last unit should be entered as the last name in the subject's main record. Each of the other units should be entered as the last name in an Alias Name Message, with the other units shown as first and middle name. For example:

<u>Main Record</u>	<u>Alias Name Messages</u>
NAM/KUNG,BRUCE LEE	BRUCE,LEE KUNG LEE,KUNG BRUCE



## NAME (NAM) (Continued)

8. Soundexed Hits -- When an inquiry by name is made, the Computerized Hot Files are searched by the soundex-coded name and whatever numeric identifier was supplied in the inquiry. Because some names are coded alike even though they are spelled differently, a record on a subject with the same numeric identifier but a different name could be returned as a hit. For example, an inquiry by NAM/RYAN,GEORGE.SEX/M.DOB/101042. could produce a record on NAM/RAMOS,GEORGE.SEX/M.DOB/101042. Obviously, it is very important to examine all data fields of a "hit" carefully to make sure that the hit record pertains to the person inquired upon.

9. If Name Exceeds Field Length -- If a subject's complete name exceeds the 30-character length of the NAM Field, abbreviate the middle name and enter the full middle name in the MIS Field.

10. "John" or "Jane Doe" Warrants -- When entering a person wanted on this type of warrant, key "Doe,John" or "Doe,Jane" into the NAM Field of the main record. Then enter the victim's name by means of an Alias Name Message (see Chapter 11).

11. Invalid Abbreviations -- Terms and abbreviations such as "FNU", "IO", "LNU", "MNU", "NMI", and "NMN" must not be used.

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PERSONS (9)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Sex
- B. FIELD CODE: SEX
- C. FIELD LENGTH: One position.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic -- M for male or F for female.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes (See Note 1)
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Used to indicate the subject's sex.
- K. ALLOWABLE DATA AND EDITS: Must be either F for female or M for male.
- L. NOTES: 1. Sex must be included in any Persons File inquiry that also uses Name. If NAM and DOB exactly match a record on file but SEX does not match, there will be no hit.

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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Race
- B. FIELD CODE: RAC
- C. FIELD LENGTH: One character.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes (See Notes 1 & 2)
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |     |                 |     |                 |    |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To indicate the subject's race as an aid in positive identification. Also serves to limit on-line file searches. See Notes 1 and 2.
- K. ALLOWABLE DATA AND EDITS: Must be one of the five codes listed below:

<u>RAC Code</u>	<u>Race</u>
A	Asian or Pacific Islander
B	Black
I	American Indian or Alaskan Native
U	Unknown
W	White

- L. NOTES:
1. RAC is an optional field for inquiry purposes and may only be used in conjunction with NAM and SEX.
2. The use of race in an inquiry limits the search made by the computer and thus reduces the number of records "hit". See the table below.

<u>RACE IN INQUIRY</u>	<u>RACE CODES SEARCHED (LEADS &amp; NCIC)</u>
A	A, B, I, U, W
B	A, B, I, U
I	A, B, I, U, W
U	A, B, I, U, W
W	A, I, U, W



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PERSONS (9)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Place of Birth (state, territorial possession, Canadian province, or foreign country)
- B. FIELD CODE: POB
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC changes all letter O's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Indicates the state if the subject was born in the U.S. or Mexico, the province if born in Canada, or the country if foreign born. The purpose of the field is to aid in making positive identification of the subject.
- K. ALLOWABLE DATA AND EDITS: The data in the field must be one of the codes from the tables on pages PERS-148 through PERS-151.

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PERSONS (9)

## PLACE OF BIRTH (POB) STATE CODES TABLE\*

(Listed alphabetically by State)

LIS or POB	STATE	LIS or POB	
AL	Alabama	NV	Nevada
AK	Alaska	NH	New Hampshire
AZ	Arizona	NJ	New Jersey
AR	Arkansas	NM	New Mexico
CA	California	NY	New York
CO	Colorado	NC	North Carolina
CT	Connecticut	ND	North Dakota
DE	Delaware	OH	Ohio
DC	District of Columbia	OK	Oklahoma
FL	Florida	OR	Oregon
GA	Georgia	PA	Pennsylvania
HI	Hawaii	RI	Rhode Island
ID	Idaho	SC	South Carolina
IL	Illinois	SD	South Dakota
IN	Indiana	TN	Tennessee
IA	Iowa	TX	Texas
KS	Kansas	US	United States -- Only when state of birth of a native American is unknown should 'US' be entered as a POB code.
KY	Kentucky	UT	Utah
LA	Louisiana	VT	Vermont
ME	Maine	VA	Virginia
MD	Maryland	WA	Washington
MA	Massachusetts	WV	West Virginia
MI	Michigan	WI	Wisconsin
MN	Minnesota	WY	Wyoming
MS	Mississippi		
MO	Missouri		
MT	Montana		
NB	Nebraska		

\*This table also may be used for Driver's License State (DLS) codes.

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PERSONS (9)

## POB CODES TABLE FOR FOREIGN COUNTRIES

### POB FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

AF Afghanistan  
AA Albania  
AN Algeria  
AM American Samoa (Islands)  
AD Andorra  
AO Angola  
AI Antigua  
AT Argentina  
NX Aruba (formerly Netherlands Antilles)  
AS Australia  
AU Austria  
AQ Azores Islands

BD Bahamas  
BE Bahrain/Bahrein  
BL Bangladesh  
BB Barbados  
BG Belgium  
BH Belize (formerly British Honduras)  
BM Bermuda  
BN Bhutan  
BV Bolivia  
BT Botswana  
BZ Brazil  
BH British Honduras (now Belize)  
BO British Indian Ocean Territory  
BS British Solomon Islands  
VB British Virgin Islands  
BX Brunei  
BU Bulgaria  
BR Burma  
BI Burundi

CJ Cambodia (Khmer Republic)  
CM Cameroon

### CANADA (See list of provinces below)

CD (province is unknown)  
AB Alberta  
BC British Columbia  
MB Manitoba  
NK New Brunswick  
NF Newfoundland (includes Labrador)  
NT Northwest Territories  
NS Nova Scotia  
ON Ontario  
PE Prince Edward Island  
PQ Quebec  
SN Saskatchewan  
CD (unknown Canadian province)  
YT Yukon (Territory)

CZ Canal Zone  
ZI Canary Islands  
CV Cape Verde Islands  
CG Caroline Islands

### POB FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

CP Cayman Islands  
CW Central African Republic  
CY Ceylon (now Sri Lanka)  
CF Chad  
CQ Chile  
RC China, People's Republic  
TW China, Taiwan  
CB Colombia  
RB Congo, Brazzaville  
ZR Congo, Kinshasa (now Zaire)  
CR Costa Rica  
CC Cuba  
CS Cyprus  
CK Czechoslovakia

DH Dahomey  
DK Denmark  
DM Dominica  
DR Dominican Republic

EM East Germany (German Democratic Republic, includes East Berlin)  
EU Ecuador  
EY Egypt (United Arab Republic)  
EL El Salvador  
EN England  
EK Equatorial Guinea  
ES Estonia  
EO Ethiopia

FA Falkland Islands  
FJ Fiji  
FD Finland  
FN France  
FG French Guiana  
FP French Polynesia

GB Gabon  
GK Gambia, The  
EM Germany--East, German Democratic Republic, includes East Berlin  
WG Germany--West, Federal Republic of Germany, includes West Berlin  
GG Ghana  
RG Gibraltar  
GL Gilbert and Ellice Islands  
Great Britain (see England, Scotland, Wales, Northern Ireland)  
GC Greece  
GN Greenland  
GJ Grenada  
GP Guadeloupe  
GM Guam  
GT Guatemala  
FG Guiana, French  
GI Guinea  
PG Guinea-Bissau (formerly Portuguese Guinea)  
GY Guyana



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## POB CODES TABLE FOR FOREIGN COUNTRIES (Continued)

### POB FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

HT	Haiti
NE	Holland (Netherlands)
HD	Honduras
HK	Hong Kong
HU	Hungary
IC	Iceland
II	India
IO	Indonesia
IR	Iran
IQ	Iraq
IE	Ireland (does not include Northern Ireland, see Northern Ireland)
IS	Israel
IT	Italy (includes Sicily and Sardinia)
IY	Ivory Coast
JM	Jamaica
JA	Japan
JI	Johnston Island
JO	Jordan
KE	Kenya
CJ	Khmer Republic (Cambodia)
KN	Korea, North
KO	Korea, South
KU	Kuwait
LS	Laos
LT	Latvia
LN	Lebanon
LE	Lesotho
LB	Liberia
LY	Libya
LI	Liechtenstein
LH	Lithuania
LX	Luxembourg
IM	Madeira Islands
OC	Macao
MP	Malagasy Republic (includes Madagascar)
MF	Malawi
MZ	Malaysia
MV	Maldives
ML	Mali
MY	Malta
MK	Mariana Islands
MH	Marshall Islands
ZB	Martinique
MU	Mauritania
UM	Mauritius

### POB FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

	MEXICO (See list of states below)
MM	(State is unknown)
AG	Aguascalientes
BA	Baja California (Northern Section)
BJ	Baja California Sur (Southern Section)
CE	Campeche
CI	Chiapas
CH	Chihuahua
CU	Coahuila
CL	Colima
DF	Distrito Federal (Mexico, D.F.)
DO	Durango
GU	Guanajuato
GR	Guerrero
HL	Hidalgo
JL	Jalisco
MX	Mexico (State)
MC	Michoacan
MR	Morelos
NA	Nayarit
NL	Nuevo Leon
OA	Oaxaca
PB	Puebla
QU	Queretaro
QR	Quintana Roo
SL	San Luis Potosi
SI	Sinaloa
SO	Sonora
TB	Tabasco
TA	Tamaulipas
TL	Tlaxcala
MM	(unknown Mexican state)
VC	Veracruz
YU	Yucatan
ZA	Zacatecas
MW	Midway Islands
MJ	Monaco
MG	Mongolia
RR	Montserrat
MQ	Morocco
ZO	Mozambique
SJ	Namibia (South-West Africa)
NR	Nauru
NP	Nepal
NE	Netherlands (Holland)
NX	Netherlands Antilles (now Aruba)
NQ	New Caledonia
HN	New Hebrides
NO	New Guinea (now Papua New Guinea)

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## POB CODES TABLE FOR FOREIGN COUNTRIES (Continued)

### POB FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

NZ	New Zealand
NU	Nicaragua
NN	Niger
NG	Nigeria
KN	North Korea
VN	North Vietnam
NI	Northern Ireland
NW	Norway
OM	Oman
PK	Pakistan
PM	Panama
NO	Papua New Guinea (formerly New Guinea)
PV	Paraguay
PU	Peru
PI	Philippines
PC	Pitcairn Island
PO	Poland
FP	Polynesia, French
PT	Portugal
PG	Portuguese Guinea (now Guinea-Bissau)
TI	Portuguese Timor
PR	Puerto Rico
QA	Qatar
RE	Reunion
RH	Rhodesia (now Zimbabwe)
RU	Romania/Rumania
SX	Russia (USSR)
RW	Rwanda
HS	Saint Helena
AW	Saint Kitts-Nevis-Anguilla
LU	Saint Lucia
PS	Saint Pierre and Miquelon
VV	Saint Vincent
SH	San Marino
TP	Sao Tome and Principe
SB	Saudi Arabia
SS	Scotland
SG	Senegal
SE	Seychelles
SA	Sierre Leone
II	Sikkim (same code as India)
SR	Singapore
SM	Somalia
SF	South Africa
KO	South Korea
VS	South Vietnam
ST	Southern Yemen (now People's Democratic Republic of Yemen, capital Aden)
SJ	South-West Africa (Namibia)
SX	Soviet Union (USSR)
SP	Spain
RS	Spanish Sahara

### POB FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

CY	Sri Lanka (formerly Ceylon)
SU	Sudan
ZC	Surinam
SV	Svalbard
SW	Swaziland
SQ	Sweden
SZ	Switzerland
SY	Syria
TW	Taiwan (Republic of China)
TZ	Tanzania
TH	Thailand
TI	Timor, Portuguese
TO	Togo
TG	Tonga
TT	Trinidad and Tobago
TC	Trucial States (now United Arab Emirates)
TU	Tunisia
TY	Turkey
TR	Turks and Caicos Islands
UG	Uganda
TC	United Arab Emirates (formerly Trucial States)
EY	United Arab Republic (same code as Egypt)
	United Kingdom (see England, Scotland, Wales, Northern Ireland)
UV	Upper Volta
UY	Uruguay
	USA (United States of America -- See separate list on page PERS-148)
SX	USSR (Soviet Union)
VI	U.S. Virgin Islands
VZ	Venezuela
VN	Vietnam, North
VS	Vietnam, South
VI	Virgin Islands, U.S.
WK	Wake Island
WL	Wales
WG	West Germany (Federal Republic of Germany, includes West Berlin)
WN	West Indies (for West Indies Islands not found separately listed)
WS	Western Samoa
ST	Yemen (People's Democratic Republic of, capital Aden)
YE	Yemen (capital Sana)
YG	Yugoslavia
ZR	Zaire (formerly Congo Kinshasa)
ZM	Zambia
RH	Zimbabwe (formerly Rhodesia)
YY	All others not included in the above list



## FIELD DESCRIPTION

- A. FIELD NAME: Date of Birth
- B. FIELD CODE: DOB
- C. FIELD LENGTH: Exactly 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                          |                            |                                   |
|--------------------------|----------------------------|-----------------------------------|
| <u>ADDED?</u> <u>Yes</u> | <u>CHANGED?</u> <u>Yes</u> | <u>DELETED?</u> <u>See Note 1</u> |
|--------------------------|----------------------------|-----------------------------------|
- H. ON ENTRY, DATA IS: Optional if another numeric identifier is entered.
- J. PURPOSE AND USAGE: Probably the most used numeric identifier for inquiry purposes as a means of identification. When used in an inquiry, both LEADS and NCIC require an exact match before returning a hit.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate date expressed in month, day, year format (January 18, 1921 would be represented as 011821).

For Wanted and Temporary Want records, the year portion of the DOB is edited in terms of the year of record entry. DOB will be rejected if the difference is less than 10 years. For all other kinds of person records, DOB can be any legitimate date. There is no way to represent a DOB for a person over 99 years old.

- L. NOTES:
1. The DOB may be removed from a record only if at least one other numeric identifier is already in the record. (If DOB is to be deleted and another numeric identifier is to be added, use two separate modify messages. Use the first message to add the numeric identifier and the second to delete the DOB.)
  2. LEADS and NCIC allow "00" to be entered for each of one or two of the three elements (month, day, year) that is unknown. For example, if the subject is known to have been born in 1938, but the month and day are not known, DOB/000038 may be entered as long as at least one other numeric identifier is entered. When the year is unknown, it should be noted in the MIS Field so that the year 00 is understood to mean 'unknown' instead of the year 1900. For inquiry messages, LEADS and NCIC require a full DOB or none at all.
  3. Be careful when modifying the DOB in a missing juvenile record because the DOE probably needs to be modified at the same time. The computer does not check the DOE when DOB is modified.



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PERSONS (9)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:    Attained Age
- B. FIELD CODE:    AGE
- C. FIELD LENGTH:    Always two positions.
- D. CHARACTER TYPE(S) ALLOWED:    Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?    No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?    No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS:    Required only when DOB is not entered.    See Note 1.
- J. PURPOSE AND USAGE:    To provide the subject's current age in a LEADS response (not NCIC) as an aid to identification.    When AGE appears in an Enter Broadcast Message, it eliminates the need to manually compute age from the DOB for anyone using that message, especially dispatchers who want to quickly relay a description over the radio.
- K. ALLOWABLE DATA AND EDITS:    If AGE is included in either a wanted or temporary want enter message, it must be no less than 10 (years) and no greater than 99 (years).    For all other person record types, the AGE may be entered as any number from 01 through 99.
- CAUTION:    The figure for AGE that is submitted in an enter message and subsequently included in the Enter Broadcast Message is not edited against the DOB.    This means that the entering terminal operator must manually verify that DOB and AGE agree.
- L. NOTES:    1. The only reason to include AGE in an enter message that also includes DOB is to have AGE appear in the Enter Broadcast Message.    AGE is not actually stored in the computer file unless the DOB is unknown and AGE must be entered without a DOB.    When DOB is in a record and that record is inquired upon or "hit", the computer automatically computes AGE based on DOB and the date of the inquiry.    The computed AGE is returned with the hit whether AGE was part of the original enter message or not.

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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Height
- B. FIELD CODE: HGT
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To specify the approximate height of the subject in feet and inches.
- K. ALLOWABLE DATA AND EDITS: The first position always represents feet and may be 4, 5, 6, or 7. The last two positions represent inches and may be 00 through 11. Fractions of an inch must be rounded off to the nearest inch. For example:

<u>Actual Height</u>	<u>HGT</u>
5'9"	509
6 Feet Even	600
71 1/4"	511

Edits -- For wanted and temporary want records, HGT is required to be in the range from four feet (400) to seven feet eleven inches (711). For all other record types, the edit only requires that numeric data be present.

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PERSONS (9)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Weight
- B. FIELD CODE: WGT
- C. FIELD LENGTH: Exactly 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To specify the subject's approximate weight in pounds to the nearest pound.
- K. ALLOWABLE DATA AND EDITS: For Wanted and Temporary Want records, WGT is required to be within the range of 50 pounds (Ø5Ø) to 499 pounds (499). For all other record types, the edit only requires three numeric digits.



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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Hair Color
- B. FIELD CODE: HAI
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes a Ø for the letter O in BRO. Also see "Bald" under L. NOTES.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required for Jane or John Doe Warrants, Temporary Wants, Wanted and Missing Person Entries; Optional for Accident Victims and Incarcerated Persons.
- J. PURPOSE AND USAGE: To describe the subject's hair color.
- K. ALLOWABLE DATA AND EDITS: The only data which may appear in the HAI Field is one of the ten, 3-character codes listed below.

### HAIR COLOR CODES TABLE

<u>HAI Code</u>	<u>Hair Color</u>
RED	Auburn or Red
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown

~~L. NOTES: Records entered prior to June of 1973 that are still on file may contain two-character codes as follows: Bald-00, Black-BK, Blond-BN, Brown-BR, Gray-GY, Red or Auburn-RD, Sandy-SN, White-WH, Unknown-XX.~~

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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Eye Color
- B. FIELD CODE: EYE
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes a Ø for the letter O in BRO.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes                      CHANGED? Yes                      DELETED? Yes. See H.
- H. ON ENTRY, DATA IS: Required for Missing Person File records; optional for others.
- J. PURPOSE AND USAGE: To describe the subject's eye color.
- K. ALLOWABLE DATA AND EDITS: Must be one of the nine codes listed below:

### EYE COLOR CODES TABLE

<u>EYE Code</u>	<u>Eye Color</u>
BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolored
PNK	Pink
XXX	Unknown

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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Skin Tone or Complexion
- B. FIELD CODE: SKN
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes the number 0 for the letter O in OLV.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To describe the subject's general skin tone or complexion.
- K. ALLOWABLE DATA AND EDITS: Must be one of the 13 codes listed below.

### SKIN TONE AND COMPLEXION CODES TABLE

<u>SKN Code</u>	<u>Skin Tone</u>
ALB	Albino
BLK	Black
DRK	Dark
DBR	Dark Brown
FAR	Fair
LGT	Light
LBR	Light Brown
MED	Medium
MBR	Medium Brown
OLV	Olive
RUD	Ruddy
SAL	Sallow
YEL	Yellow



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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: FBI Identification Number
- B. FIELD CODE: FBI
- C. FIELD LENGTH: 1 to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric and alphabetic except the letters I and O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                          |                            |                            |
|--------------------------|----------------------------|----------------------------|
| <u>ADDED?</u> <u>Yes</u> | <u>CHANGED?</u> <u>Yes</u> | <u>DELETED?</u> <u>Yes</u> |
|--------------------------|----------------------------|----------------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: One of the numerical identifiers which may be used to meet the minimum record entry requirements. The FBI Identification Number is assigned by the FBI Identification Division. When known, the FBI Number should always be included in a Wanted Person entry message or added by a modify message at the first opportunity.

NCIC Posting of Wanted Person Notices -- When a Wanted Person record entry is forwarded to the NCIC and contains an FBI Number, the same wanted information is posted in the subject's arrest fingerprint record in the FBI Identification Division. This procedure eliminates the need for the wanting agency to submit a Form I-12 (Wanted-Flash-Cancellation Notice) to the FBI Identification Division. The FBI Identification Division will then notify a wanting agency of subsequent fingerprints received which are identified with the wanted person. After receiving this notification, the wanting agency may file a detainer with the arresting agency and must cancel its NCIC Wanted Person record. The Identification Division is advised of the subsequent cancellation of the NCIC record and thereafter cancels the wanted notice posted in the subject's fingerprint record. It is unnecessary for the wanting agency to notify the FBI that it has filed a detainer with the arresting agency.

When entering a record for test or training purposes, do NOT include an FBI number.

## FBI IDENTIFICATION NUMBER (FBI) (Continued)

FBI Number Unknown -- If a subject's FBI Number is not known when an entry is made, the Form I-12 should be executed and forwarded to the FBI Identification Division to have a wanted notice placed in the subject's fingerprint record. If no record for the subject is found in the Identification Division, the Form I-12 will be returned with additional instructions for the contributor. Also, an FBI Identification Division record may be requested on the Form I-12 submitted when the subject's FBI Number is unknown.

The modification of an NCIC Wanted Person File record to add or correct an FBI Number will cause a wanted notice to be posted in the subject's Identification Division record. If a Form I-12 is submitted when an NCIC entry is made without an FBI Number and the record is modified at a later date to include the FBI Number, submission of the Form I-12 to remove the wanted notice is not necessary since it will be removed when the NCIC record is cancelled.

Requesting NCIC Identification Record (SIR) -- A user may request a copy of a subject's FBI Identification Division record by placing the acronym SIR (Send Identification Record) as the last item of the Miscellaneous (MIS) Field of an NCIC Wanted Person File entry that contains an FBI Number. A wanted notice will not be posted in the Identification Division nor will an Identification Division Record be forwarded when the NCIC entry contains an incorrect FBI Number. When an entry contains an incorrect FBI Number, the ORI will be notified and requested to correct the NCIC record using a modification message.

- K. ALLOWABLE DATA AND EDITS: Enter the complete FBI Identification Number (assigned to the subject by the FBI Identification Division), if known, including any alpha character which is part of the number. For example:

12345      1234567      12345G      416249J4      398468J11

### Old Format

An FBI Number with one or no alpha characters means the number is an "Old" one.

If the FBI Identification Number contains a letter "A" thru "H", no numerals will follow the letter.

Where the letter "J" or a higher alpha character (letter) is contained in the FBI Identification Number, the alpha will always be followed by one or two numerics. The numeric(s) to the right of the letter "J" (or higher -- for example, K, L, M, N, etc.) are check-digits for determining if the FBI Identification Number is a valid number and/or properly recorded.



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PERSONS (9)

## FBI IDENTIFICATION NUMBER (FBI) (Continued)

### New Format

A new FBI Number may have from one to six numerics in the first six positions, followed by two alphabets, followed by one numeric. The first alpha character cannot be B, G, I, O, Q, S, U, Y, and Z. The second alpha character must be A, B, or C. The next position must be numeric.

Example: 1AA1  
23CB2  
456DC7  
7891EAØ

The letters "I" and "O" are not assigned for use in FBI Identification Numbers.





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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Illinois Bureau of Criminal Identification Number
- B. FIELD CODE: BCI
- C. FIELD LENGTH: 7 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes for LEADS, but not for NCIC.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Stored in the LEADS file, but not in NCIC. BCI provides an additional numeric identifier. BCI may not be the only numeric identifier used in an enter message.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate BCI number. Do not include 'IL' at the front of the number.

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PERSONS (9)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Fingerprint Classification
- B. FIELD CODE: FPC
- C. FIELD LENGTH: 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Aids in subject identification when evaluated with other identifiers.
- K. ALLOWABLE DATA AND EDITS: The NCIC fingerprint classification is comprised of exactly 20 characters in a 20-position field. Two characters represent each finger as follows:

<u>Positions in FPC</u>	<u>Finger Represented</u>
1 and 2	Right thumb
3 and 4	Right index
5 and 6	Right middle
7 and 8	Right ring
9 and 10	Right little
11 and 12	Left thumb
13 and 14	Left index
15 and 16	Left middle
17 and 18	Left ring
19 and 20	Left little

### FINGERPRINT CLASSIFICATION CODES

<u>PATTERN TYPE</u>	<u>PATTERN SUBGROUP</u>	<u>FPC CODE</u>
Arch	Plain Arch	AA
	Tented Arch	TT
Loop	Radial Loop*	Two numeric characters. Determine actual ridge count and add fifty (50). For example, if the ridge count of a radial loop is 16, add 50 to 16 for a sum of 66. Enter this sum (66) in the appropriate finger position of the FPC Field.

\* Code RR was previously used to designate a radial loop. Some FPC's entered prior to adoption of the current method may still show this pattern as RR.



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PERSONS (9)

## FINGERPRINT CLASSIFICATION (FPC) (Continued)

<u>PATTERN TYPE</u>	<u>PATTERN SUBGROUP</u>	<u>FPC CODE</u>
Loop	Ulnar Loop	Two numeric characters indicating actual ridge count (less than 50). For example, a ridge count of 14, enter as 14; a ridge count of 9, enter as 09.
Whorl <sup>1</sup>	Plain Whorl	
	Inner	PI
	Meeting	PM
	Outer	PO
	Central Pocket Loop Whorl	
	Inner	CI
	Meeting	CM
	Outer	CO
	Double Loop Whorl	
	Inner	DI
	Meeting	DM
	Outer	DO
	Accidental Whorl	
	Inner	XI
	Meeting	XM
	Outer	XO
Missing/Amputated Finger <sup>2</sup>		XX
Scarred/Mutilated Pattern <sup>3</sup>		SR

The NCIC FPC for a set of fingerprints made up of all ulnar loops might read: 12101116141109111713. A combination of loops and whorls with an amputated right index finger might read 12XX11C0141159TTCI13.

<sup>1</sup>Prior to adoption of the above method for coding whorl patterns, this pattern was divided into inner, meeting, and outer subgroups only with codes II, MM, and 00, respectively. Some older records may show the codes II, MM, and 00.

<sup>2</sup>Code XX is used only in instances of missing and totally/partly amputated fingers which condition makes it impossible to accurately classify an impression according to the above instructions for NCIC FPC. It is recognized that under the Henry System, if a finger is missing or amputated, it is given a classification identical to the opposite finger; however, this must not be done in the NCIC FPC since the location of finger or fingers missing/amputated is not indicated.

<sup>3</sup>Code SR is used only in instances in which the fingerprint cannot be accurately classified because of complete scarring or mutilation and a classifiable print cannot be obtained. As in the case of missing and amputated fingers, the procedure for assigning the classification of the opposite finger, as is done under the Henry System, should not be used for the NCIC FPC.

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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Social Security Number
- B. FIELD CODE: SOC
- C. FIELD LENGTH: 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: May be used to meet the minimum requirement for one numerical identifier.
- K. ALLOWABLE DATA AND EDITS: Any legitimate, 9-digit Social Security Number entered without dashes. For example, Social Security Number 420-19-0210 would appear in the SOC Field as 420190210.

Edits -- Must be nine numeric characters not less than 001010001. The use of a 6, 8, or 9 as the first character or 00 in the fourth and fifth positions is prohibited.



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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Driver's/Operator's License State (Jurisdiction) of Issue
- B. FIELD CODE: DLS or OLS (See Note 1)
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes. NCIC substitutes number 0 for the letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No (See Note 5).
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? See Note 3      CHANGED? Yes      DELETED? See Note 4
- H. ON ENTRY, DATA IS: Optional (See Note 2).
- J. PURPOSE AND USAGE: Allows an investigating officer to obtain the subject's driving record. DLS may only be entered in combination with DLN and DLY in the same enter message.
- K. ALLOWABLE DATA AND EDITS: Any 2-letter code listed in the Place of Birth Code Tables on pages PERS-148 through PERS-151. Enter the appropriate code for the jurisdiction -- state, territory, province or foreign country -- which issued the license.
- Enter code "US" for a pilot's license issued by the FAA. For a pilot's license issued by a foreign country, enter the appropriate code from pages PERS-149 through PERS-151.
- L. NOTES:
1. LEADS uses code "DLS" to name this field whereas other states and NCIC use "OLS".
  2. DLS is required if DLN is to be entered.
  3. DLS may only be added if DLN and DLY are both added in the same modification message.
  4. DLS may only be deleted if DLN and DLY are both deleted in the same modification message.
  5. When running an inquiry with DLN, DLS may be included or omitted; the results of the "hot" check will be the same either way. However, if the inquiry is also intended to include a driver's license check (10-27), the DLS must be specified unless it is IL. In other words, when DLS is not specified in an inquiry, LEADS assumes the license was issued by the Illinois SOS.



## FIELD DESCRIPTION

- A. FIELD NAME: Driver's/Operator's License Number
- B. FIELD CODE: DLN or OLN (See Note 1)
- C. FIELD LENGTH: 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric. NCIC always changes the letter O to the number Ø.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |            |                 |     |                 |            |
|---------------|------------|-----------------|-----|-----------------|------------|
| <u>ADDED?</u> | See Note 2 | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | See Note 3 |
|---------------|------------|-----------------|-----|-----------------|------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: As a numeric identifier. Can be used to meet minimum entry requirements.
- K. ALLOWABLE DATA AND EDITS: The complete motor vehicle driver's license number must be used omitting spaces, hyphens, and symbols. Insure that any alpha characters which are part of the license number are entered, but do not add a state code prefix (such as 'IL' for Illinois) unless this is actually part of the number itself.

A license issued by the Federal Aviation Administration (FAA) for operation of an aircraft may be entered in a Hot Files record. When a pilot's license is entered, a comment must be made in the MIS Field indicating that the license is not a motor vehicle operator's license. For example:

OLN IS PILOTS LIC  
OLN/PILOTS LIC

- L. NOTES:
1. LEADS uses code "DLN" to name this field whereas most other states and NCIC use "OLN".
  2. DLN may be added if DLS and DLY are both added in the same modification message.
  3. DLN may be deleted if DLS and DLY are both deleted in the same modification message.

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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Driver's/Operator's License Year of Expiration
- B. FIELD CODE: DLY or OLY (See Note 1)
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? See Note 3      CHANGED? Yes      DELETED? See Note 4
- H. ON ENTRY, DATA IS: Optional (See Note 2).
- J. PURPOSE AND USAGE: Tells when the operator's license will expire or has already expired.
- K. ALLOWABLE DATA AND EDITS: Enter the last two digits of the highest year in which the driver's (or pilot's) license is valid. For example, if a license is valid through June, 1983, enter 83.

For a nonexpiring license that is valid indefinitely or valid until revoked, enter two zeros (00).

If the year of expiration is unknown, but the operator's license number and state of issue are known, the current year may be entered as the year of expiration if the correct year of expiration cannot be obtained from the driver's licensing authority of the issuing state.

An expired driver's license may be entered if current license data is unknown.

- L. NOTES:
1. LEADS uses code "DLY" to name this field whereas other states and NCIC use "OLY".
  2. DLY is required only if DLN is to be entered.
  3. DLY may be added if DLN and DLS are added in the same modify message.
  4. DLY may be deleted if DLN and DLS are deleted in the same modify message.



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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Miscellaneous Identifying Number
- B. FIELD CODE: MNU
- C. FIELD LENGTH: 4-15 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphanumeric and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                            |
|-------------------|---------------------|----------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> See Note 1 |
|-------------------|---------------------|----------------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To permit the entry of one of a variety of numeric identifiers that might aid in the identification of the subject. An MNU may be used as the only numeric identifier in a record as long as the MNU is not an Originating Agency Police or Identification Number (prefix code OA-).
- K. ALLOWABLE DATA AND EDITS: The first three positions must be one of the MNU Prefix Codes including a hyphen (-) as listed in the table on the next page. The remainder of the field may contain any valid number as identified by the prefix code.
- L. NOTES:
1. The MNU may be deleted as long as the record contains at least one other numeric identifier.
  2. U.S. Military services are now using Social Security numbers for identification of military personnel. This use applies to active duty, reserve, and retired servicemen. Enter this number in both the MNU and SOC Fields of the Person record format. For example, if a subject has Social Security Number 420-19-0210 and Army serial number 420190210, the SOC Field should contain 420190210, and the MNU Field should contain AS-420190210.



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PERSONS (9)

## MISCELLANEOUS IDENTIFYING NUMBER (MNU) CODES TABLE

MNU PREFIX CODE	MISCELLANEOUS NUMBER
AF-	Air Force Serial Number*
AS-	Air National Guard Serial Number*
AR-	Alien Registration Number
AS-	Army Serial Number*
CI-	Canadian Social Insurance Number
MC-	Marine Corps Serial Number
MD-	Mariner's Document or Identification Number
AS-	National Guard Serial Number*
NS-	Navy Serial Number
OA-	Originating Agency Police or Identification Number**
PP-	Passport Number
PI-	Personal Identification Number such as a state-issued Photo ID card from Illinois SOS or a FOID (Firearms Owner Identification) Card
PS-	Port Security Card Number
MP-	Royal Canadian Mounted Police Identification or Fingerprint Section (FPS) Number
SS-	Selective Service Number
CG-	U.S. Coast Guard Serial Number
VA-	Veterans Administration Claim Number

\* Omit any alpha character(s) prefixed to Air Force, Air National Guard, Army, and National Guard serial numbers. For example, Army serial number RA18901645 and National Guard serial number NG21001999 would be entered as AS-18901645 and AS-21001999, respectively.

\*\* This cannot be used as the only numeric identifier in a record. Note that an NCIC message will show a prefix of ØA- but LEADS requires that the first position contain the letter O.

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PERSONS (9)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Scars, Marks, Tattoos, etc.
- B. FIELD CODE:   SMT
- C. FIELD LENGTH:   4-10 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Specific alphabetic codes including spaces.   NCIC substitutes the numeral 0 for each letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED?   Yes                      CHANGED?   Yes                      DELETED?   Yes
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   By using standardized codes representing permanent body markings, deformities, or missing or artificial body parts, this field may be used in off-line searches to produce a list of possible suspects.   Also serves as an aid to positive identification of subjects.
- K. ALLOWABLE DATA AND EDITS:   Data must be one of the codes from the tables beginning on the next page.   Any spaces embedded in a code must be entered exactly as shown in the tables.

### SMT CATEGORY INDEX

<u>PAGE</u>	<u>CATEGORY</u>
PERS-171	Artificial (ART) Body Parts and Aids
PERS-171	Deafness
PERS-171	Deformities
PERS-172	Eye Disorders
PERS-173	Fractured (FRC) Bones
PERS-174	Medical Devices
PERS-175	Missing (MISS) Body Parts and Organs
PERS-176	Moles (MOLE)
PERS-177	Needle ("Track") Marks (NM)
PERS-177	Other Physical Characteristics
PERS-177	Scars (SC)
PERS-178.1	Skin Discolorations (DISC)
PERS-178.2	Tattoos (TAT)

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PERSONS (9)

## SCARS, MARKS, & TATOOS CODES TABLE

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Artificial (ART) Body Parts and Aids

ART L ARM	Arm, left, artificial
ART R ARM	Arm, right, artificial
BRAC L ARM	Brace, left, arm
BRAC R ARM	Brace, right, arm
BRACE BACK	Brace, back
BRAC L LEG	Brace, left, leg
BRAC R LEG	Brace, right, leg
BRACE NECK	Brace, neck
BRAC TEETH	Braces, teeth
CON LENSES	Contact eye lenses
DENT LOW	Denture, lower
DENT UP	Denture, upper
DENT UP LO	Denture, upper and lower
ART L EAR	Ear, left, artificial
ART R EAR	Ear, right, artificial
ART L EYE	Eye, left, artificial
ART R EYE	Eye, right, artificial
ART L FT	Foot, left, artificial
ART R FT	Foot, right, artificial
GLASSES	Glasses (prescription)
ART L HND	Hand, left, artificial
ART R HND	Hand, right, artificial
HEAR AID	Hearing aid
ART L LEG	Leg, left, artificial
ART R LEG	Leg, right, artificial

### Deafness

DEAF EAR	Deaf, ear (nonspecific)
DEAF L EAR	Deaf, left ear
DEAF R EAR	Deaf, right ear
DEAF	Deaf, left and right ears
DEAF MUTE	Deaf-mute (Also see MUTE Under Deformities)

### Deformities

CAUL L EAR	Cauliflower ear, left
CAUL R EAR	Cauliflower ear, right
CLEFT PAL	Cleft palate
CRIP L ARM	Crippled arm, left
CRIP R ARM	Crippled arm, right
CRIP L FGR	Crippled finger(s), left hand (includes webbed fingers)
CRIP R FGR	Crippled finger(s), right hand (includes webbed fingers)

Deformities Continued On Next Page



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PERSONS (9)

## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Deformities (Continued)</u>		
	CRIP L FT	Crippled foot, left (includes clubfoot)
	CRIP R FT	Crippled foot, right (includes clubfoot)
	CRIP L HND	Crippled hand, left
	CRIP R HND	Crippled hand, right
	CRIP L LEG	Crippled leg, left
	CRIP R LEG	Crippled leg, right
	CRIP L TOE	Crippled toe(s), left
	CRIP R TOE	Crippled toe(s), right
	DEV SEPTUM	Deviated septum
	EXTR BRST	Extra breast, (nonspecific)
	EXTR CBRST	Extra breast, center
	EXTR LBRST	Extra breast, left
	EXTR RBRST	Extra breast, right
	EXTR L FGR	Extra finger(s), left hand
	EXTR R FGR	Extra finger(s), right hand
	EXTR NIP	Extra nipple (nonspecific)
	EXTR C NIP	Extra nipple, center
	EXTR L NIP	Extra nipple, left
	EXTR R NIP	Extra nipple, right
	EXTR L TOE	Extra toe(s), left foot
	EXTR R TOE	Extra toe(s), right foot
	HARELIP	Harelip
	HUMPBACED	Humpbacked
	MUTE	Mute (To be used if person is mute but not deaf.)
	PROT U JAW	Protruding upper jaw
	PROT L JAW	Protruding lower jaw
	SHRT L LEG	Shorter left leg
	SHRT R LEG	Shorter right leg

### Eye Disorders

CATARACT	Cataract (nonspecific)
CATA L EYE	Cataract, left eye
CATA R EYE	Cataract, right eye
CROSSEYED	Cross-eyed
BLND EYE	Blind, one eye (nonspecific)
BLND L EYE	Eye, left, blind
BLND R EYE	Eye, right, blind
BLIND	Eyes, left and right, blind

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PERSONS (9)

## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Fractured (FRC) Bones</u>		
	FRC ANKL	Ankle (nonspecific)
	FRC L ANKL	Ankle, left
	FRC R ANKL	Ankle, right
	FRC ARM	Arm (nonspecific)
	FRC UL ARM	Arm, upper left
	FRC LL ARM	Arm, lower left
	FRC UR ARM	Arm, upper right
	FRC LR ARM	Arm, lower right
	FRC BACK	Back
	FRC CLAVIC	Clavicle (nonspecific)
	FRC LCLAVI	Clavicle, left
	FRC RCLAVI	Clavicle, right
	FRC FGR	Fingers (nonspecific)
	FRC L FGR	Finger(s), left hand
	FRC R FGR	Finger(s), right hand
	FRC FOOT	Foot (nonspecific)
	FRC L FOOT	Foot, left
	FRC R FOOT	Foot, right
	FRC HAND	Hand (nonspecific)
	FRC L HAND	Hand, left
	FRC R HAND	Hand, right
	FRC JAW	Jaw (nonspecific)
	FRC UL JAW	Jaw, upper left
	FRC LL JAW	Jaw, lower left
	FRC UR JAW	Jaw, upper right
	FRC LR JAW	Jaw, lower right
	FRC KNEE	Knee (nonspecific)
	FRC L KNEE	Knee, left
	FRC R KNEE	Knee, right
	FRC LEG	Leg (nonspecific)
	FRC UL LEG	Leg, upper left
	FRC LL LEG	Leg, lower left
	FRC UR LEG	Leg, upper right
	FRC LR LEG	Leg, lower right
	FRC NECK	Neck
	FRC NOSE	Nose
	FRC PELVIS	Pelvis (nonspecific)
	FRC LPELVI	Pelvic bone, left
	FRC RPELVI	Pelvic bone, right

Fractured Bones Continued On Next Page

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## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Fractured (FRC) Bones (Continued)

FRC RIBS	Ribs (nonspecific)
FRC L RIB	Rib Cage, left
FRC R RIB	Rib Cage, right
FRC SHLD	Shoulder (nonspecific)
FRC L SHLD	Shoulder, left
FRC R SHLD	Shoulder, right
FRC SKULL	Skull
FRC SPINE	Spine
FRC STERN	Sternum
FRC TOE	Toes (nonspecific)
FRC L TOE	Toe(s), left foot
FRC R TOE	Toe(s), right foot
FRC WRIST	Wrist (nonspecific)
FRC L WRST	Wrist, left
FRC R WRST	Wrist, right

### Medical Devices (MED) and Body Implants

ART ELBOW	Elbow joint, artificial
ART HIP	Hip joint, artificial
ART KNEE	Knee joint, artificial
ART LARYNX	Larynx, artificial
ART SHLD	Shoulder joint, artificial
CARD PACEM	Cardiac pacemaker
COLOST APP	Colostomy appliances
INTRA ROD	Intramedullary rod
IUD	Intrauterine device
ORTH NAIL	Orthopedic nail or pin
ORTH PLATE	Orthopedic plate
ORTH SCREW	Orthopedic screw
SHUNT ART	Shunt, arterial
SHUNT CERB	Shunt, cerebral ventricular
SKL PLATE	Skull plate
STAPLES	Staples
EAR TUBES	Ear tubes
TUBE L EAR	Left ear tube
TUBE R EAR	Right ear tube
VASC PROTH	Vascular prothesis
WIRE SUTUR	Wire sutures



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## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Missing (MISS) Body Parts and Organs</u>		
	MISS ADND	Missing adenoids
	MISS APPNX	Missing appendix
	MISS L ARM	Missing arm, left
	MISS R ARM	Missing arm, right
	MISS LLARM	Missing arm, lower left
	MISS LRARM	Missing arm, lower right
	MISS BRSTS	Missing breasts
	MISS LBRST	Missing breast, left
	MISS RBRST	Missing breast, right
	MISS L EAR	Missing ear, left
	MISS R EAR	Missing ear, right
	MISS L EYE	Missing eye, left
	MISS R EYE	Missing eye, right
	MISS L FGR	Missing finger(s), left hand
	MISS R FGR	Missing finger(s), right hand
	MISS L FJT	Missing finger joint(s), left hand
	MISS R FJT	Missing finger joint(s), right hand
	MISS L FT	Missing foot, left
	MISS R FT	Missing foot, right
	MISS GALL	Missing gallbladder
	MISS L HND	Missing hand, left
	MISS R HND	Missing hand, right
	MISS INTES	Missing intestines
	MISS L KID	Missing kidney, left
	MISS R KID	Missing kidney, right
	MISS LRYNX	Missing larynx
	MISS L LEG	Missing leg, left
	MISS R LEG	Missing leg, right
	MISS LLLEG	Missing leg, lower left
	MISS LRLEG	Missing leg, lower right
	MISS LLUNG	Missing lung, left
	MISS RLUNG	Missing lung, right
	MISS NOSE	Missing nose
	MISS OVARS	Missing ovaries
	MISS LOVAR	Missing ovary, left
	MISS ROVAR	Missing ovary, right
	MISS PANCR	Missing pancreas
	MISS PROST	Missing prostate gland
	MISS SPLEN	Missing spleen
	MISS STOMA	Missing stomach

Missing Body Parts and Organs Continued On Next Page

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## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Missing (MISS) Body Parts and Organs (Continued)

MISS L TES	Missing testis, left
MISS R TES	Missing testis, right
MISS THYRD	Missing thyroid
MISS L TOE	Missing toe(s), left foot
MISS R TOE	Missing toe(s), right foot
MISS TONG	Missing tongue
MISS TONSL	Missing tonsils
MISS UTRUS	Missing uterus

### Moles (MOLE)

MOLE L ARM	Arm, left
MOLE R ARM	Arm, right
MOLE BRST	Mole breast (nonspecific)
MOLE LBRST	Mole breast, left
MOLE RBRST	Mole breast, right
MOLE BUTTK	Buttocks (nonspecific)
MOLE L BUT	Buttock, left
MOLE R BUT	Buttock, right
MOLE L CHK	Cheek (face), left
MOLE R CHK	Cheek (face), right
MOLE CHIN	Chin
MOLE L EAR	Ear, left
MOLE R EAR	Ear, right
MOLE L EYE	Mole, left eyebrow or left eye area
MOLE R EYE	Mole, right eyebrow or right eye area
MOLE L FGR	Finger(s), left hand
MOLE R FGR	Finger(s), right hand
MOLE FHD	Forehead
MOLE L HND	Hand, left
MOLE R HND	Hand, right
MOLE L LIP	Lip, lower
MOLE U LIP	Lip, upper
MOLE NECK	Neck
MOLE NOSE	Nose
MOLE L WRS	Wrist, left
MOLE R WRS	Wrist, right

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## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Needle ("Track") Marks (NM)

NM L ARM	Arm, left
NM R ARM	Arm, right
NM L BUTTK	Buttock, left
NM R BUTTK	Buttock, right
NM L FGR	Finger(s), left hand
NM R FGR	Finger(s), right hand
NM L FOOT	Foot, left
NM R FOOT	Foot, right
NM L HND	Hand, left
NM R HND	Hand, right
NM L LEG	Leg, left
NM R LEG	Leg, right
NM L THIGH	Thigh, left
NM R THIGH	Thigh, right
NM L WRIST	Wrist, left
NM R WRIST	Wrist, right

### Other Physical Characteristics

BALD	Bald/Balding
CLEFT CHIN	Cleft chin
DIMP CHIN	Dimple, chin
DIMP L CHK	Dimples, left cheek (face)
DIMP R CHK	Dimples, right cheek (face)
FRECKLES	Freckles
HAIR IMPL	Hair implants
PRCD EAR	Pierced ear (one) (nonspecific)
PRCD EARS	Ears, pierced
PRCD L EAR	Ear, left, pierced
PRCD R EAR	Ear, right, pierced
PRCD NOSE	Nose, pierced

### Scars (SC)

SC ABDOM	Abdomen
SC ANKL	Scar Ankle (nonspecific)
SC L ANKL	Ankle, left
SC R ANKL	Ankle, right
SC ARM	Scar arm (nonspecific)
SC L ARM	Arm, left (nonspecific) (Be more specific if possible.)
SC R ARM	Arm, right (nonspecific) (Be more specific if possible.)

Scars Continued On Next Page



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## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Scars (SC) (Continued)</u>		
	SC UL ARM	Arm, left upper
	SC UR ARM	Arm, right upper
	SC BACK	Back
	SC BREAST	Breast
	SC L BRST	Scar breast, left
	SC R BRST	Scar breast, right
	SC BUTTK	Buttocks (nonspecific)
	SC L BUTTK	Buttock, left
	SC R BUTTK	Buttock, right
	SC CALF	Scar calf (nonspecific)
	SC L CALF	Calf, left
	SC R CALF	Calf, right
	SC CHK	Scar cheek (nonspecific)
	SC L CHK	Cheek (face), left
	SC R CHK	Cheek (face), right
	SC CHEST	Chest
	SC CHIN	Chin
	SC EAR	Scar ear (nonspecific)
	SC L EAR	Ear, left
	SC R EAR	Ear, right
	SC ELBOW	Scar elbow (nonspecific)
	SC L ELB	Elbow, left
	SC R ELB	Elbow, right
	SC EYE	Scar eyebrow, eye area (nonspecific)
	SC L EYE	Eyebrow, left/left eye area
	SC R EYE	Eyebrow, right/right eye area
	SC FACE	Face (Be more specific regarding location if possible.)
	SC FGR	Scar finger (nonspecific)
	SC L FGR	Finger(s), left hand
	SC R FGR	Finger(s), right hand
	SC FOOT	Scar foot (nonspecific)
	SC L FT	Foot, left
	SC R FT	Foot, right
	SC F ARM	Scar forearm (nonspecific)
	SC LF ARM	Forearm, left
	SC RF ARM	Forearm, right
	SC FHD	Forehead
	SC HAND	Scar hand (nonspecific)
	SC L HND	Hand, left
	SC R HND	Hand, right
	SC HEAD	Head (Be more specific regarding location if possible.)

Scars Continued On Next Page

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PERSONS (9)

## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Scars (SC) (Continued)</u>		
	SC KNEE	Scar knee (nonspecific)
	SC L KNEE	Knee, left
	SC R KNEE	Knee, right
	SC LEG	Scar leg (nonspecific)
	SC L LEG	Leg, left (nonspecific) (Be more specific if possible.)
	SC R LEG	Leg, right (nonspecific) (Be more specific if possible.)
	SC LIP	Scar lip (nonspecific)
	SC LOW LIP	Lip, lower
	SC UP LIP	Lip, upper
	SC NECK	Neck
	SC NOSE	Nose
	POCKMARKS	Pockmarks
	SC SHLD	Scar shoulder (nonspecific)
	SC L SHLD	Shoulder, left
	SC R SHLD	Shoulder, right
	SC THGH	Scar thigh (nonspecific)
	SC L THGH	Thigh, left
	SC R THGH	Thigh, right
	SC WRIST	Scar wrist (nonspecific)
	SC L WRIST	Wrist, left
	SC R WRIST	Wrist, right

## Skin Discolorations (including birthmarks) (DISC)

DISC ABDOM	Abdomen
DISC L ANK	Ankle, left
DISC R ANK	Ankle, right
DISC L ARM	Arm, left
DISC R ARM	Arm, right
DISC BACK	Back
DISC BUTTK	Buttocks (nonspecific)
DISC L BUT	Buttock, left
DISC R BUT	Buttock, right
DISC L CHK	Cheek (face), left
DISC R CHK	Cheek (face), right
DISC CHEST	Chest
DISC CHIN	Chin
DISC L EAR	Ear, left
DISC R EAR	Ear, right
DISC L EYE	Eyebrow, left/left eye area
DISC R EYE	Eyebrow, right/right eye area

Skin Discolorations (including birthmarks) Continued On Next Page

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## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
-----------------	-----------------	--------------------

### Skin Discolorations (including birthmarks) (DISC) (Continued)

DISC L FGR	Finger(s), left hand
DISC R FGR	Finger(s), right hand
DISC L FT	Foot, left
DISC R FT	Foot, right
DISC FHD	Forehead
FRECKLES	Freckles
DISC L HND	Hand, left
DISC R HND	Hand, right
DISC LKNEE	Knee, left
DISC RKNEE	Knee, right
DISC L LEG	Leg, left
DISC R LEG	Leg, right
DISC L LIP	Lip, lower
DISC U LIP	Lip, upper
DISC NECK	Neck
DISC NOSE	Nose
DISC LSHLD	Shoulder, left
DISC RSHLD	Shoulder, right
DISC L WRS	Wrist, left
DISC R WRS	Wrist, right

### Tatoos (TAT)

TAT ABDOM	Abdomen
TAT L ANKL	Ankle, left
TAT R ANKL	Ankle, right
TAT L ARM	Arm, left (nonspecific) (Be more specific if possible.)
TAT R ARM	Arm, right (nonspecific) (Be more specific if possible.)
TAT UL ARM	Arm, left upper
TAT UR ARM	Arm, right upper
TAT BACK	Back
TAT BREAST	Breast (nonspecific)
TAT L BRST	Breast, left
TAT R BRST	Breast, right
TAT BUTTK	Buttocks (nonspecific)
TAT L BUTK	Buttock, left
TAT R BUTK	Buttock, right
TAT L CALF	Calf, left
TAT R CALF	Calf, right
TAT L CHK	Cheek (face), left
TAT R CHK	Cheek (face), right
TAT CHEST	Chest

Tattoos Continued On Next Page



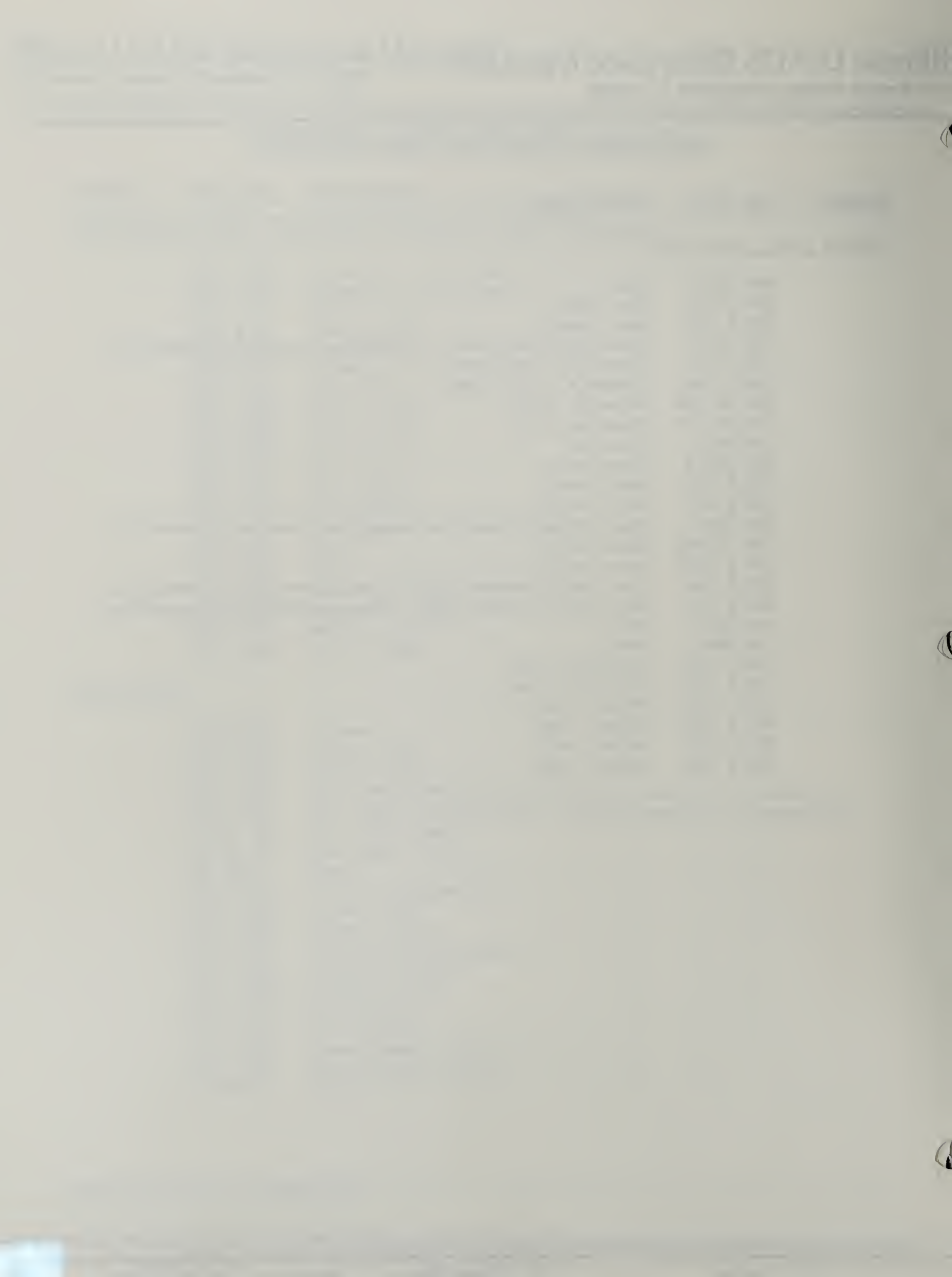
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PERSONS (9)

## SCARS, MARKS, & TATOOS CODES TABLE (Continued)

<u>CATEGORY</u>	<u>SMT CODE</u>	<u>DESCRIPTION</u>
<u>Tattoos (TAT) (Continued)</u>		
	TAT CHIN	Chin
	TAT L EAR	Ear, left
	TAT R EAR	Ear, right
	TAT FACE	Face (Be more specific regarding location if possible.)
	TAT L FGR	Finger(s), left hand
	TAT R FGR	Finger(s), right hand
	TAT LF ARM	Forearm, left
	TAT RF ARM	Forearm, right
	TAT FHD	Forehead
	TAT GROIN	Groin Area
	TAT L HND	Hand, left
	TAT R HND	Hand, right
	TAT HEAD	Head (Be more specific regarding location if possible.)
	TAT L KNEE	Knee, left
	TAT R KNEE	Knee, right
	TAT L LEG	Leg, left (nonspecific) (Be more specific if possible.)
	TAT R LEG	Leg, right (nonspecific) (Be more specific if possible.)
	TAT NECK	Neck
	TAT NOSE	Nose
	TAT L SHLD	Shoulder, left
	TAT R SHLD	Shoulder, right
	TAT L THGH	Thigh, left
	TAT R THGH	Thigh, right
	TAT L WRS	Wrist, left
	TAT R WRS	Wrist, right



## FIELD DESCRIPTION

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: Up to 113 positions (free-form) and 111 positions (format). Only the first 98 positions go to NCIC if a caution indicator suffix is used. (See Note 1 in paragraph L and the CAUTION under paragraph K.) When additional space is needed, enter an Add-On record as explained in Chapter 12.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&). The period (.) is NOT ALLOWED! NCIC changes all letter O's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                                                                     |
|-------------------|---------------------|---------------------------------------------------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes, as long as the data being deleted is optional. |
|-------------------|---------------------|---------------------------------------------------------------------|
- H. ON ENTRY, DATA IS: Generally optional, but required where data in other fields is not considered adequate or complete. See the Notes beginning on the next page.
- J. PURPOSE AND USAGE: To amplify and clarify data or codes provided in other fields; to provide information not provided in the other fields; and, in general, to give any information that might assist in making an arrest, identifying the subject and vehicle, and insuring the safety of the officers and innocent citizens that might become involved. See the Notes in paragraph L for various usage instructions.
- DO NOT use the MIS Field to enter data for which a specific field is provided elsewhere in the format.
- K. ALLOWABLE DATA AND EDITS: The only edit is to determine if any data at all has been entered in those cases where data is required such as with certain offense (OFF) codes.

Extra periods (.) in a free-form entry or modify will cause the message to be rejected! The computer considers the first period to signal the end of the MIS Field. Do not use periods within the field for abbreviations or to end sentences. Also, do not use a period to "separate" the Permanent and Temporary Miscellaneous fields. In the LFR.FEWM. format, use no periods at all.



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PERSONS (9)

## PERMANENT - MISCELLANEOUS INFO (MIS) (Continued)

CAUTION: In free-form entry, you may enter several lines of data up to 215 characters as part of the MIS Field. However, only the first 115 positions including carriage returns and line feeds will actually be stored in the computer. The rest will be printed in the Enter Acknowledgment message and in the Enter Broadcast message (if any), but will never be seen again.

With the LFR.FEWM screen format, data entered beyond the 'T' in the eighth line will not be stored in the computer if all positions before the 'T' are filled.

- L. NOTES: 1. Shortened NCIC MIS Field With Caution Indicator -- When using a caution indicator suffix in an enter message to LEADS and NCIC, the computer shifts the data in the MIS Field to insert the reason for caution in the NCIC record. Because of the shift, only the first 98 positions of the original MIS Field appear in the NCIC record. If more than 98 positions are keyed, those beyond 98 will be lost. This can be avoided by not using the last line (Line 8) of the MIS Field in the LFR.FEWM format.

### Example

#### LFR.FEWM Format:

```
Line 1      L EW-S TMP _____ OFF 3804
      .
      .
Line 6      _____ SMT _____ MIS THIS IS TO DEMONSTRATE HOW MUCH THE
Line 7      MISCELLANEOUS FIELD IS SHIFTED AND TRUNCATED WHEN THE MKE HAS A
Line 8      CAUTION SUFFX T _____
```

#### NCIC Record MIS Field:

MIS/SUICIDAL TENDENCY THIS IS TO DEMONSTRATE HOW MUCH THE MISCELLANEOUS FIELD IS SHIFTED AND TRUNCATED WHEN THE MKE HAS A  
NIC/W217170305

In the example above, the words "CAUTION SUFFX" (Line 8 of format) were not sent to NCIC because of the shift to insert "SUICIDAL TENDENCY."

2. CAUTION EXPLANATION -- When a caution indicator is used with the message key, use the MIS Field to give any additional data or details such as weapon description that might contribute to the investigating officer's safety.

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PERSONS (9)

## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

3. Extradition Limits -- Unless you will extradite from any state, the MIS Field of a Wanted record in NCIC (and LEADS) must state the limits you expect to go for extradition. Examples:

EXTR ADJACENT STATES ONLY  
EXTR EAST OF MISS ONLY  
EXTR WITHIN 700 MILES ONLY

4. Illinois Pick-Up Limits -- A Wanted record which you entered in LEADS but not in NCIC implies that you will pick-up the subject from any place in the state unless a mileage limit appears in the DIS Field and/or limits are explained in the MIS Field. Examples:

WILL PICK-UP FROM ADJACENT COUNTIES ONLY  
WILL PICK-UP IN COOK CO ONLY

5. Vehicle Description -- In certain situations, the MIS Field must contain data that helps to describe the vehicle associated with the subject. See the following Notes in the Vehicles chapter on pages VEH-148 and VEH-149: Notes 1-8, 14, and 17.

6. Non-Specific Offense Codes -- When an offense code ending in '99' is used in the OFF Field, free text or easily understood abbreviations explaining or describing the offense must be placed in the MIS Field.

7. Unlawful Flight Charges -- When the Federal charge is unlawful flight to avoid confinement, prosecution, or giving testimony (abbreviated UFAC, UFAP, and UFAT respectively), the MIS Field must contain the appropriate abbreviation followed by a description of the local charge. For example, UFAP-MURDER.

8. Offenses of General Applicability -- When the substantive offense is conditioned by one of the following offenses of general applicability, the appropriate wording below (or easily understood abbreviations) must be placed in the MIS Field so the inquiring recipient of the record will know that the substantive offense has not been charged:

### GENERAL OFFENSE

Accessory After the Fact  
Accessory Before the Fact  
Aid/Abet  
Assault to Commit  
Attempt to Commit  
Conspiracy to Commit  
Facilitation of  
Solicitation to Commit  
Threat to Commit



## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

9. Offense Listed With Parenthetical Wording -- When the offense description in the Offense Code Table (begins on page PERS-129) includes wording in parentheses, additional information about the charges should be given in the MIS Field.

10. Multiple Charges -- When the warrant forming the basis for a record lists multiple charges, the most serious should be reflected in the OFF Field. The others should be listed in the MIS Field.

11. Multiple Warrants -- If an ORA has entered a subject and the same ORA obtains a warrant for that subject on another charge at a later date, the original record should be modified to show the second charge and date of warrant in the MIS Field. For example:

MIS/ALSO OFF/2402,DOW/071079

12. "John" or "Jane Doe" Warrant -- An agency may enter a record for an unknown murderer in the name of "John" or "Jane Doe" using the homicide victim's descriptive data provided this type of warrant has been obtained. In such entries the victim's name should be listed as an alias (see Chapter 11), and his description and all available personal identifiers, such as date of birth, Social Security (SOC) number, and driver's license number, should also be placed in the main record as well as a statement in the Miscellaneous (MIS) Field that the victim's personal identification may be in the possession of "John" or "Jane Doe" for whom the warrant has been obtained.

13. Request For FBI Identification Record (SIR) -- When entering a Wanted Person into LEADS and NCIC, a copy of the subject's FBI Identification Division record may be requested by placing "SIR" (means Send Identification Record) as the last item of the MIS Field. One space must precede SIR to separate it from whatever else has been entered in the MIS Field. Do not go beyond the 'T' in the format. When using SIR, the record must also contain the subject's FBI Identification Number in the FBI Field.

14. 24-Hour Telephone Number -- Some records in the Persons File, especially those entered in NCIC, may include a telephone number at which the ORA can be reached 24 hours any day. This is suggested by NCIC to help out-of-state agencies quickly verify hits. However, this should not take the place of confirmation by terminal message. (A confirmation message becomes part of the hit file which can be used in court.)



## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

15. Stolen Vehicle or License Plate -- In instances where the vehicle or license plate in a Person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the Miscellaneous Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Stolen Vehicle or License Plate File by the agency possessing the theft report or handling the felony investigation.

The Person and Stolen Vehicle or License Plate records should be cross-referenced by NIC's in the Miscellaneous Fields. For example, the Miscellaneous Field of the Wanted Person record might read "SUBJ STOLE VEH BELOW-SEE NIC/V123456789," and the Miscellaneous Field of the Stolen Vehicle record might contain "SEE NIC/W0000069216".

16. Cross-Reference To Known Fugitive Associates -- When an agency makes Wanted Person entries on two or more fugitives who are known to be associating with each other, the agency should cross-reference each fugitive record entry to the other. This can be done by placing the name and NCIC Number (NIC) of each fugitive's record in the Miscellaneous (MIS) Field of the other fugitive's record with appropriate explanatory notation. An agency receiving the record of one of the fugitives then will have the information needed to obtain other records.

17. All-Hits Notification Request -- In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the person is being detained, the entering agency should place the code NOAH (Notify ORI of All Hits) in the Miscellaneous (MIS) Field.

18. Pilot's OLN -- When the number in the DLN (OLN) Field is for a pilot's license instead of a motor vehicle driver's license, this fact must be explained in the MIS Field. For example:

OLN IS PILOTS LIC  
OLN/PILOTS LIC

Note: It is recommended that the abbreviation "OLN" be used instead of "DLN" for the benefit of NCIC users in other states who may not be familiar with DLN.

## PERMANENT MISCELLANEOUS INFO. (MIS) (Continued)

### L. NOTES (Continued):

19. Accident Victim -- The MIS Field should include the name, location, and telephone number of the hospital where the victim is being treated. If several records are to be entered to cover several occupants of the same vehicle, each MIS Field should include the LDS number of the other, related record(s).

20. Incarcerated Subject -- List the name of the institution where the subject is incarcerated.

21. MIS Not Searchable -- Do not enter data in the MIS Field for which a specific field has been provided elsewhere in the format. The MIS Field cannot be searched on-line and is very difficult to search off-line except manually, i.e., by visual inspection.

22. Related Cases/Records -- If one or more other LEADS/NCIC records are related to the record in question, the Miscellaneous Field should include the NIC number(s) of the related record(s).

23. Test Record -- The MIS Field should begin with the words "TEST, IGNORE" when you have entered a record for training purposes and did not use the training message key.

24. MIS Field Too Short -- When the Permanent Miscellaneous Field does not provide enough space to enter all of the data that is pertinent to the record, enter an Add-On record as explained in Chapter 12. Keep in mind that the Add-On does not go to NCIC and will not be seen at out-of-state terminals.

25. Entry Trick -- In the FEWM screen format, the MIS Field extends across 3 lines. You may have noticed that an NCIC hit message does not break the MIS Field where the LEADS format does. This causes words to be run together in the NCIC message. The only way you can prevent this is to leave a blank in the first position of the MIS Field continuation lines.



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## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Temporary (Miscellaneous)
- B. FIELD CODE: (None)
- C. FIELD LENGTH: 47 positions in the LFR.FEWM format; up to 100 positions free-form.
- D. CHARACTER TYPE(S) ALLOWED: Any character except a period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? (Not applicable)
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? (Not applicable)
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To permit you to show extra miscellaneous information on the hard copy printout of the Enter Acknowledgment Message and Enter Broadcast Message (if any). Such information might be the name of the officer handling the case, the name of the entering terminal operator, etc. The "temporary miscellaneous field" is not actually a separate field, but merely the tail end of the "permanent" Miscellaneous Field. However, the temporary portion is not stored in the LEADS or NCIC files. This means that any data you enter in the temporary MIS Field will never appear in a hit message.
- K. ALLOWABLE DATA AND EDITS: Any data including carriage returns and line feeds. Do not use periods except as the very last character in a free-form message in order to signify the end of the field.
- L. NOTES: C A U T I O N -- When entering a test record for training purposes, do not use the Temporary area to indicate that the record is a test. (See page PERS-184.)





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PERSONS (9)

## FIELD DESCRIPTION & CODES

A. FIELD NAME: Disposition If Apprehended

B. FIELD CODE: DIS

C. FIELD LENGTH: 3 positions

D. CHARACTER TYPE(S) ALLOWED: Numbers and the letters "TWF".

E. USED AS ON-LINE INQUIRY IDENTIFIER? No

F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No

G. WHEN MODIFYING, DATA CAN BE:

ADDED? Yes

CHANGED? Yes

DELETED? Yes

H. ON ENTRY, DATA IS: Optional for Missing Person and Wanted Person records. This field is not applicable to Incarcerated Person and Accident Victim records.

J. PURPOSE AND USAGE: To advise LEADS (not NCIC) users as follows:

Wanted Person Record -- For a record entered into LEADS only (not in NCIC) on a subject for whom the ORA will not go statewide, the DIS Field should indicate the maximum number of miles the ORA expects to travel (one-way) to pick up the subject. If the limit is 75 miles, the correct entry is 075.

Note that NCIC has no DIS Field, and the information entered into the LEADS DIS Field is never transmitted to NCIC. If the limit cannot be expressed simply as a mileage figure or if the record will be in NCIC as well as LEADS, explain the limits in the MIS Field and skip the DIS Field.

Missing Person Record -- Missing Person records may contain the code 'TWF' meaning "transportation will be furnished" for the subject's return by the ORA or the person who initiated the missing report.

K. ALLOWABLE DATA AND EDITS: A Missing Person record may contain TWF. A Wanted or Temporary Want record may contain any number from 001 to 999 miles. Note that any figure greater than 375 miles is unrealistic because that is approximately the longest possible straight-line distance between two points in Illinois.

L. NOTES: 1. If you are preparing to locate a Persons record, you must contact the ORA regardless of what appears in the record's DIS Field.

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PERSONS (9)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Vehicle Description Fields
- B. FIELD CODES: VCO, VYR, VMA, VMO, VST and VIN
- C. FIELD LENGTHS: See page VEH-120, column C.
- D. CHARACTER TYPE(S) ALLOWED: See page VEH-120, column D.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? VIN alone may be used to search the LEADS and NCIC Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:  
ADDED? See Note 1      CHANGED? See Note 1      DELETED? See Note 1
- H. ON ENTRY, DATA IS: Optional. A Persons File record is never required to contain any vehicle data. However, if any vehicle data is to be included, at least three fields -- ~~VYR~~, VMA, and VST -- must be used. *VYR is not required unless a VIN is part of the vehicle entry data.*
- J. PURPOSE AND USAGE: Vehicle data is included in a Wanted or Missing record if the location of the vehicle is unknown and the entering agency has reasonable grounds to believe that the person may be operating or riding in the vehicle. Mere knowledge or verification with the appropriate department of motor vehicles that a vehicle is registered to the subject does not meet the criteria for entry as part of his/her record.
- If necessary, VIN (along with VYR, VMA, and VST) may be used as the only numeric identifier in a Persons record.
- K. ALLOWABLE DATA AND EDITS: Any valid data for any type of vehicle as explained in Chapter 6. See pages VEH-38 and VEH-120.
- L. NOTES: 1. Vehicle data may be added, partially or entirely deleted, or modified in any way consistent with the rules for the Vehicle File as found in Chapter 6. In addition, VYR, VMA and VST may be used indefinitely without a VIN in a Persons record, although this is not recommended.



## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Motor Vehicle Registration (License Plate) Fields
- B. FIELD CODES: LIM, LIY, LIS, LIT and LIC
- C. FIELD LENGTHS: See page LIC-120, column C.
- D. CHARACTER TYPE(S) ALLOWED: See page LIC-120, column D.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? LIC and LIS may be used to search LEADS; LIC alone will be forwarded to NCIC for a search of the Persons File.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? See Note 1      CHANGED? See Note 1      DELETED? See Note 1
- H. ON ENTRY, DATA IS: Optional. A Persons File record is never required to contain any license data. However, if license data is to be included, LIY, LIS, LIT, and LIC must all be supplied. If LIS is 'IL', then LIM is required as well.
- J. PURPOSE AND USAGE: License data is included in a Wanted or Missing Persons record if the location of the plate(s) is unknown and the entering agency has reasonable grounds to believe that the subject may be operating or riding in a vehicle displaying the plate(s). Mere knowledge or verification with the appropriate department of motor vehicles that a license plate is registered to the subject does not meet the criteria for entry as part of the subject's record.
- License data is appropriate in an accident victim's record because it is conceivable that the only numeric identifier an inquiring party might know would be the plate number of the victim's vehicle.
- If necessary, LIC (along with LIY, LIS, and LIT) may be used as the only numeric identifier in a Persons record.
- K. ALLOWABLE DATA AND EDITS: Any valid data for any kind of vehicle registration as explained in Chapter 6. See pages VEH-134 through VEH-146.
- L. NOTES: 1. License data may be added, deleted, or changed in any way consistent with the rules for the License File as found in Chapter 5.

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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and special characters except the period. In records entered by other states, NCIC changes each letter O to a Ø. See L. NOTES below.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Allows the entering agency to cross-reference the LEADS record with its corresponding case file. When another department hits the record, the originating authority may ask for the OCA number in order to look up the case file and confirm the hit.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.
- Edits -- 1. Must not exceed 9 positions.
2. Must not contain the word NONE.
- L. NOTES: You will always find data in the OCA Field of an NCIC record even though it is optional with LEADS. No matter what you enter in the OCA Field (if anything), the NCIC record's OCA Field will contain the LEADS Record Index Number (LDS) from the LEADS copy of the record. Even if you modify the LEADS record's OCA Field, the NCIC record's OCA will not change.



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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and three special characters -- comma, hyphen, and /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                     |                    |
|------------------|---------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To clearly identify the authority (and its location) which holds the original case file related to the LEADS record.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- 1. Must be the agency name of the authority holding the original case file, regardless of what agency sent the enter message. When entering a person for another agency, put the other agency's name in the ORA Field.

2. It is important that you use the same, identical wording in the ORA Field of all records you enter for any given agency. If you use a particular abbreviation, use it consistently for all records. The required format includes three elements: (1) Agency Type (e.g. PD, SO, SP) or Agency Name (e.g. FBI), (2) City Name or County Name followed by 'CO' and (3) 'IL'.

Examples:	ORA/PD SPRINGFIELD IL	for Springfield Police Department
	ORA/SO SANGAMON CO IL	for Sangamon County Sheriff's Office
	ORA/SP SPRINGFIELD IL	for State Police Dist. 9 in Spfld.

- L. NOTES: NCIC records do not contain the ORA Field Code. Instead, an NCIC record will give the entering terminal's ORI number and a translation of the number which reads, "ORI IS SANGAMON CO SO SPRINGFIELD IL". The ORI might not be the (ORA) agency that holds the case report. For example, in Illinois the ORI that goes to NCIC is the entering terminal's ORI, but the ORA entered in the LEADS record may be a non-terminal agency.



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PERSONS (9)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal's CDC
- B. FIELD CODE: ENT
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Serves as a security measure to insure that the entering terminal operator knows the CDC of the terminal being used.
- K. ALLOWABLE DATA AND EDITS: Must be the exact CDC of the terminal being used for the enter message.

## FIELD DESCRIPTION

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters A through Z and numerals 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? No (Note 1)      CHANGED? No (Note 1)      DELETED? No (Note 1)
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To provide a permanent record (LEADS file only) of who entered the record.
- K. ALLOWABLE DATA AND EDITS: The only edit is to insure that the enter message contains two alphanumeric characters in the OPR Field.
- L. NOTES: 1. If a record is entered with the wrong identifier, void the record and enter a new one with the correct identifier.

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PERSONS (9)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Time of Entry
- B. FIELD CODE: TME
- C. FIELD LENGTH: 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: Automatically provided by LEADS.
- J. PURPOSE AND USAGE: To provide a permanent record in the LEADS record of the time of day that the enter message was handled by the LEADS computer, and the record was placed in the file. NCIC does not provide this field in its messages.
- K. ALLOWABLE DATA AND EDITS: The time is expressed in local time on the basis of a 24-hour clock. 3:19 pm will be TME/1519.



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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: Date of Entry
- B. FIELD CODE: DTE
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: Automatically provided by LEADS.
- J. PURPOSE AND USAGE: To provide a permanent record in the LEADS record of the date that the enter message was processed by the LEADS computer, and the record was placed in the file. NCIC does not provide this field in its messages.
- K. ALLOWABLE DATA AND EDITS: The date is expressed in Month-Day-Year format. January 27, 1979 will be DTE/012779.

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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letters W, M and Z and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with Message Key NZN.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when locating a record that originated in another state.
- G. WHEN MODIFYING, DATA CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: Automatically provided by NCIC.
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC file. Every LEADS Persons File record which has also been successfully entered into the NCIC Persons File will contain a NIC number. This tells you that there is, in fact, a corresponding record in NCIC (See Note 1), and gives you an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of Locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Person File records always begin with either the letter W for wanted or M for missing. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula. The check-digits serve to reduce the chance of retrieving or locating the wrong record because of an error made while keying the NIC.
- L. NOTES: 1. When a LEADS record that has been on file more than a few minutes (see TME Field) contains a string of Z's in the NIC Field, something is wrong. The Z's indicate that the record was supposed to have been copied into the NCIC File. If the copy had been entered successfully, the Z's would have been replaced by a NIC number. Notify terminal KQC by directed message whenever you discover another agency's record with Z's in the NIC Field. If the record was entered by your department, Void it and reenter paying close attention for reject messages from NCIC.



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PERSONS (9)

## FIELD DESCRIPTION

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter W and all numeric digits 0-9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Automatically provided by LEADS.
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LDS number is constructed in three parts. The first character tells what file the record is stored in. All records in the Persons File have a LDS number beginning with W. The next two digits represent the year in which the record was entered into the file (79 for 1979, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year. The first record entered into the Persons File in 1979 will have a LDS number of W79000001. The 351st record will be LDS/W7900351.
- L. NOTES: 1. NCIC does not provide a field labeled LDS because this would be meaningless to other states. However, the OCA Field of any NCIC record that originated in Illinois will contain the LDS number of the matching record in the LEADS CHF.





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## VIII. MODIFICATION

### A. GENERAL MODIFICATION INFORMATION

1. What is Modification? -- Record or data modification allows you to go back to a previously entered record and add, change, or delete data. You may only modify records that were entered by your agency. You cannot modify a record that was entered by another agency, even if you know the data is wrong and have correct data available.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed.
3. Modify Message Keys -- Modify messages for the Persons File require three different basic message keys, depending on the kind of record and the message key used for the initial entry. A fourth key is provided for training purposes. The modify key must correspond to the type of person record being modified.

LMW is used for all Wanted Person records.

LMT is used for Temporary Felony and Misdemeanor Want records.

LMM is used for all Missing Persons, Accident Victims, and Incarcerated Subjects.

LTWM is used only for training purposes to "modify" Wanted Person records. (The record on file is not actually affected.)

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. These identifiers are used to help insure that you are in fact modifying the record you really wish to modify. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The required identifiers are the LEADS Record Index Number (LDS) followed by the person's name (NAM) exactly as it appears in the record being modified.

5. Random Sequence of Fields -- Following the message key, LDS/, and NAM/ (required identifiers), the fields to be modified and their new contents may be listed in any order.
6. All Original Data Lost -- Whether you want to change all or part of the data in a particular field, the computer wipes out all of the original data in that field. This means that your modify message must include the contents for the entire field, even if you are changing only one character.

Example: To change DOB/012641 to 112641, your modify message must include DOB/112641.

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## VIII.A. GENERAL MODIFICATION INFORMATION (Continued)

7. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields may be included in a single message. The modify screen format LFR.FMOD allows up to five fields to be modified per modify message.
8. NCIC Copy Automatically Modified -- When there is a copy of a LEADS record in NCIC, a single modify message automatically causes the same change(s) to be made to the NCIC copy of the record. The only exceptions are that modifications to the AGE, BCI, DIS, or ORA Fields will not change the NCIC record because it does not contain these fields.

## B. WHAT CAN & CAN'T BE MODIFIED?

1. Fields Which Can Be Modified -- By using the Persons File modify message keys and by keeping within the rules for person type and field use, you may modify the contents of any of the following fields.

MKE (1)	HGT	DLS	VMO
OFF (2)	WGT	DLN	VST
DOW	HAI	DLY	VIN
DTM	EYE	MNU	LIM
DOE	SKN	SMT	LIY
NAM	FBI	MIS	LIS
SEX	BCI	DIS (3)	LIT
RAC	FPC	VCO	LIC
POB	SOC	VYR	ORA
DOB		VMA	

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be modified except by voiding the original record and entering an entirely new record:

MNP (2)	ENT	DTE
AGE	OPR	NIC
DIS (3)	TME	LDS

- (1) Caution indicator suffixes may be easily added, changed or deleted. The temporary want may be changed to a wanted person. Other changes such as from missing to wanted are difficult and should be accomplished by voiding the record and entering a new one.

- (2) Code '0029' in a missing person record may not be modified.

- ~~(3) Code 'TWF' in a missing person record may not be modified.~~



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## VIII. MODIFICATION (Continued)

### C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Correcting Erroneous Name (NAM) -- Suppose you discover that the subject's name in the record shown on page PERS-16 is spelled incorrectly. The correct spelling is JACKSON BEE NICOLE. Here are two ways to modify the name:

Sample Modify Using Format LFR.FMOD.

(a,b) L MW LDS/ W8001234

(c) NAM / NICOLE, JACK B

DATA FIELDS:

(d) NAM/ NICOLE, JACKSON BEE

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
  2. INSERT LDS NUMBER OF RECORD.
  3. INSERT FIELD ID CODE FOR TYPE OF FILE.
  4. INSERT 2ND IDENTIFIER FROM RECORD.
  5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
  6. INSERT DATA TO REPLACE EXISTING DATA.

Sample Free-Form Modify Message

(a) (b) (c) (d)  
LMW.LDS/W8001234.NAM/NICOLE, JACK B.NAM/NICOLE, JACKSON BEE.

### Explanation of Samples

- (a) Modify message key.
- (b) LEADS Number of the record to be modified -- required identifier.
- (c) Name (incorrect) exactly as it appears in the existing record -- required 2nd identifier.
- (d) Corrected name to replace incorrect name.

## VIII.C. MODIFICATION SAMPLES (Continued)

2. Adding Data -- A common situation is to obtain additional data, particularly numeric identifiers, after entering a person record into LEADS. How this is handled is demonstrated below by adding (modifying) Social Security Number 359-32-7527 and VIN PX23F9D110245 to the record shown on page PERS-18.

L MM      LDS/ W8006475

NAM / SPARKS, TRACY R

DATA FIELDS:

VIN/ PX23F9D110245

SOC/ 359327527

3. Changing the MIS Field -- Comments entered initially into the MIS Field are often of short-term value. When this is the case, it is advisable to replace those comments with information of more permanent value. The following example replaces data for the record on page PERS-18.

LMM.LDS/W8006475.NAM/SPARKS, TRACY R.  
MIS/KNOWN DRUG USER, FREQUENTS SINGLES BARS.

NOTES: a. When you modify the MIS Field, all of its original contents before modification are removed. Therefore, even if you just want to add something or change only part of the data, the modify message must include all of the data from the original that you want to preserve.

Example: Original MIS Field reads "MIS/SUBJ CARRIES GUN."  
Modification required is to insert SHOT ahead of GUN. Modification message must include "MIS/SUBJ CARRIES SHOTGUN."

- b. If your modified MIS Field is to contain more than 58 total characters, you must use a free-form modify message. There is no way to use screen format LFR.FMOD if you want the modified MIS Field to contain more than 58 characters.



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## VIII.C. MODIFICATION SAMPLES (Continued)

4. Deleting Data -- The way data in a field is deleted or "blanked out" is to modify the field to nothing but a period. The following examples remove the vehicle registration data from the record shown on page PERS-18. Remember, when registration data is to be removed, LIY, LIS, LIT, LIC and LIM (if not spaces) must all be removed by a single modify message.

L MM      LDS/ W8006475

NAM / SPARKS, TRACY R

DATA FIELDS:

LIM/ .

LIY/ .

LIS/ .

LIT/ .

LIC/ .

Note that a period (.) is inserted in the format for each field being deleted.

### Free-Form Example

LMM.LDS/W8006475.NAM/SPARKS, TRACY R.  
LIM/.LIY/.LIS/.LIT/.LIC/.

5. Deleting All Vehicle Data -- If the vehicle described in a Persons File record is found while the subject is still at large, the vehicle description should be removed from the record. This can be done in the same manner as shown in the previous paragraph, i.e., by listing each field code followed by "/.". However, a shortcut exists to remove data from all six vehicle fields -- VCO, VYR, VMA, VMO, VST, and VIN -- by using the special field code "VEH/.". For example, the following message would remove the vehicle description data from the record shown on page PERS-16:

LMW.LDS/W8001234.NAM/NICOLE, JACK B.VEH/.

NOTE: No other field(s) can be modified in the same modify message with VEH/. If other fields must be modified, a separate message is required. Failure to observe this rule will cause the following reject message to appear:

Rcdc REJ MSG FORMAT ERR



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## VIII.C. MODIFICATION SAMPLES (Continued)

6. Changing the Message Key/Record Label -- The original record label for any record is derived from the enter message key that put the record on file. In a few cases, it is possible to change the label by using a modify transaction. However, there are many cases where modification is either not allowed or leads to unexpected results. Therefore, a modification message is not recommended.

The best approach is to void the original record and then enter a new record using the enter message key which will produce the desired label.

7. Adding A More Serious Offense -- If a second warrant is issued for an offense that is more serious than is shown in a record you have already entered, the original record should be modified. The following illustrates this procedure for a record found on page PERS-16.

LMW.LDS/W8001234.NAM/NICOLE, JACK B.OFF/0906.DOW/041480.  
MIS/SWITCH-BLADE IN BOOT, WARRANTS 56002 AND 55362-PROB VIO  
BURGLARY, BOND \$500,000.DIS/.

Comments: In addition to modifying the OFF code, it will generally be necessary to also modify the DOW, MIS and DIS field contents as well.

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## VIII. MODIFICATION (Continued)

D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Modify Acknowledgment

(a) (b) (c)  
cdc MODIFY LDS/W8001234

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the record was successfully modified.
- (c) LEADS Record Index Number of the record successfully modified.

2. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to run an inquiry on the record and review the response message.

3. No Partial Success -- There is no such thing as a partially successful modification. If you attempt to modify three fields with a single modify message and you are rejected because of an error in only one of the three fields, nothing was modified. In other words, the two fields you coded correctly were not modified because another part of the modify message was wrong.

4. NCIC Reject -- Normally, the only acknowledgment message you will receive, either reject or successful, will come from LEADS (not NCIC). In a few cases when the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS Quality Control Section at terminal KQC and explain what has happened.



## IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Chapter 12, Add-On Records, for procedures.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC. Therefore, it is important to put the most important data in the permanent MIS Field itself.



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## X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the LEADS and NCIC files, especially a record that was entered by mistake. You can only void a record that was entered through one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by any kind of on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

## B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake (i.e., should not have been entered in the first place) and is invalid should be voided as soon as the error is discovered.

2. Can't Modify -- If data in a field that cannot be modified (such as the record label) is entered incorrectly, the original record should be voided and a new record entered.

C. HOW TO VOID -- A Persons File void message always contains exactly three elements -- the message key, the LEADS Record Index Number and the subject's full name exactly as found in the record's NAM Field. The message key must match the kind of record being voided as shown in the table below.

## 1. Void Message Keys

### PERSONS FILE VOID MESSAGE KEYS

<u>MKE</u>	<u>Use to Void</u>
LXW	Wanted Person
LXT	Temporary Felony or Misdemeanor Want
LXM	Missing Person, Accident Victim, Incarcerated Subject

Note that separate message keys for LEADS only and LEADS/NCIC records are not necessary because the NCIC copy (if any) is automatically voided by the same message that voids the LEADS record.

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## X.C. HOW TO VOID (Continued)

### 2. Sample Void Message (Free-Form)

(a)        (b)        (c)  
LXM.LDS/W8006475.NAM/SPARKS,TRACY R.

- (a) Message key to void a missing person record.
- (b) LEADS Record Index Number of the record being voided.
- (c) Person's name from the record being voided. (See page PERS-18 for a copy of this record.)

### 3. Sample Void Message (Screen Format LFR.FVOID.)

LX M        LDS/ W8006475  
NAM / SPARKS,TRACY R

#### INSTRUCTIONS:

- 1. COMPLETE MSG KEY FOR FILE DESIRED.
- 2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
- 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
- 4. INSERT 2ND IDENTIFIER FROM RECORD.

D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or, if successful, by the following:

#### 1. Successful Void Acknowledgment

(a) (b)        (c)  
cdc VOID    LDS/W8006475

- (a) CDC of the terminal which sent the void message.
- (b) Indication that the record was successfully voided.
- (c) LEADS Record Index Number of the record that was voided.

2. Rejected Void Message -- Any response other than the message above indicates that your void message was rejected and that the record in question is still on file. In this situation, correct the error and resend the void message.



## XI. CANCELLING A RECORD

A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only cancel a record that was entered from one of the terminals in your agency. Once a record is cancelled, it may not be retrieved by any kind of on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

### B. WHEN TO CANCEL

1. A Wanted Person record should be cancelled as soon as the warrant that caused the record to be entered has been served.
2. A Missing Person record should be cancelled as soon as the person is found.
3. A Temporary Want record should be voided as soon as a warrant has been issued. If the subject has been apprehended in the meantime, the record should be cancelled. Immediately after a temporary record has been voided, enter a permanent Wanted Person record.
4. An Accident Victim record should be cancelled as soon as the victim is able to contact concerned parties.

C. HOW TO CANCEL -- A Persons File cancel message always contains exactly three elements -- the message key, the LEADS Record Index Number and the subject's full name exactly as found in the record's NAM Field. The message key must match the kind of record being cancelled as shown in the table below.

#### 1. Cancel Message Keys

##### PERSONS FILE CANCEL MESSAGE KEYS

<u>MKE</u>	<u>Use to Cancel</u>
LCW	Wanted Person
LCT	Temporary Want
LCM	Missing Person, Accident Victim, Incarcerated Subject
LTWC	Wanted Person -- Training exercise only

Note that separate message keys for LEADS only and LEADS/NCIC records are not necessary because the NCIC copy (if any) is automatically cancelled by the same message that cancels the LEADS record.



## XI.C. HOW TO CANCEL (Continued)

### 2. Sample Cancel Wanted Person Message (Free-Form)

(a)            (b)            (c)  
LCW.LDS/W8001234.NAM/NICOLE, JACK B.

- (a) Message key to cancel a Wanted Person record.
- (b) LEADS Record Index Number of record to be cancelled.
- (c) Subject's name as taken from the record to be cancelled. (See page PERS-16 for a copy of this record.)

### 3. Sample Cancel Wanted Person Message (Screen Format LFR.FCANC.)

LC W    LDS/ W8001234  
NAM / NICOLE, JACK B  
RECOVERING AGENCY ORI \_\_\_\_\_  
INSTRUCTIONS:

- 1. COMPLETE MSG KEY FOR FILE DESIRED.
- 2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
- 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
- 4. INSERT 2ND IDENTIFIER FROM RECORD.
- 5. INSERT ORI OF RECOVERING AGENCY.

Note: The Recovering Agency ORI Field is optional, but its use is encouraged. It will not appear in the acknowledgment message, but will be logged in the permanent off-line history file and could be used as a special investigative tool.

## D. CANCEL MESSAGE ACKNOWLEDGMENT -- Every cancel message will be acknowledged either by a reject message or, if successful, by the following:

### 1. Successful Cancel Acknowledgment

(a) (b)            (c)  
cdc CANCEL LDS/W8001234

- (a) CDC of the terminal which sent the cancel message.
- (b) Indication that the record was successfully cancelled.
- (c) LEADS Record Index Number of the cancelled record.

### 2. Rejected Cancel Message -- Any response other than the message above indicates that the cancel message was rejected and that the record in question is still on file. In this situation, correct the error and resend the cancel message.







## Chapter 10

### ORDERS OF PROTECTION

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## I. INTRODUCTION

The passage of the Illinois Domestic Violence Act, which became effective March 1, 1982 (and revised in 1986), requires Illinois State Police to keep a file of Orders of Protection issued by the circuit courts. The law specifies that these Orders must be entered into LEADS on a daily basis by county sheriff agencies only. For agencies which do not have terminals, Orders will be entered by that agency which holds a LEADS User Agreement with the county. Records are entered into LEADS only; there is no corresponding NCIC File.

### A. PURPOSE

The purpose of this file is to provide Illinois law enforcement agencies with a collection of records containing personal descriptors and identifiers for persons against whom Orders of Protection have been issued by the courts.

An Order of Protection record does not mean that a warrant has been issued for the arrest of a subject but rather is a notification to law enforcement personnel that the subject (respondent) has been prohibited from taking certain actions or is ordered to perform certain duties as required by a court order. However, documentation of calls to domestic disturbances which involve a subject entered in this file is important in the event that such information is requested by the court.

Any file questions should be directed to your Field Advisor or terminal KQC. Questions concerning enforcement of the law should be directed to the State's attorneys.

### B. WHAT IS IN THE FILE?

1. Kinds of Persons -- Records are entered into this file by county sheriff agencies for persons (respondents) whom the courts have found to have abused other household or family members, or for whom custody of minor children has been awarded to the spouse and they (respondents) are not to interfere with that custody.
2. Kinds of Data -- Each record in the file describes the respondent, the names of all protected persons, the remedies ordered by the court, the petitioner's name, the originating authority, and other administrative data.

### C. RETENTION PERIOD

There are three kinds of Orders of Protection records based upon the length of time they are active.

1. Emergency Orders - Up to 14 days.
2. Interim Orders - Up to 30 days.
3. Plenary Orders - Up to two years.

All Orders of Protection records (emergency, interim, and plenary) remain on file 90 days past their expiration dates before they are purged.

Orders of Protection records are not validated.





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ORDERS OF PROTECTION (10)

## II. HOW TO INQUIRE INTO/SEARCH THE ORDERS OF PROTECTION FILE

To search the LEADS Orders of Protection File, you may use one of several free-form message keys along with various identifiers. Some inquiries will also cause a search of the LEADS and NCIC Wanted and Missing Persons Files. For example inquiries and an explanation of the files searched, see the ORDERS OF PROTECTION FILE INQUIRIES TABLE.

### A. FREE-FORM

1. Identifiers -- The following identifiers are used for inquiry of this file:

NAM (Name of Respondent)  
SEX (Sex of Respondent)  
DOB (Date of Birth of Respondent)  
LDS (LEADS Record Index Number; beginning alphabetic character is "C").  
DAY (Day of Entry)

2. Message Keys -- The following message keys are used for inquiry of this file:

LZC  
LZCS (free-form only)    ZS (format)  
LZCH (free-form only)    ZH (format)  
LZC9 (free-form only)

### B. FORMAT

To obtain the format, inquire LFR.FINQ. (You cannot use "LFR.FQ".) You may use the format to inquire by NAM, SEX, and DOB OR LDS Number. For an explanation of what your inquiry means to the computer, see the TABLE on the following page.

LU. Z2	M/	_____	LDS	_____	HST	_____
LICENSE:	LIC	_____	LIY	_____	LIS	_____
PERSONAL:	NAM	_____	LIT	_____	SEX	_____
	DOB	_____	SOC	_____	MNU	_____
	DLN	_____	DLS	_____		_____
	BCI	_____	FBI	_____		_____
VEHICLE:	VIN	_____	OAN	_____		_____
	VYR	_____	VMA	_____		_____
GUN:	SER	_____	MAK	_____	CAL	_____
ARTICLE:	SER	_____	OAN	_____		_____
	TYP	_____	UAC	_____	DTE	_____
SECURITIES:	SER	_____	DEN	_____	TYP	_____
	SOC	_____				
BOATS:	BHN	_____	REG	_____		
ORDER OF	NAM	SMITH, ADAM Q				
PROTECTION:	SEX	M	DOB	111447		

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## ORDERS OF PROTECTION FILE INQUIRY MESSAGE KEYS TABLE

MESSAGE KEY		EXAMPLE
LFR.FINQ. FORMAT	FREE-FORM	
See II.B., FORMAT on previous page.	LZC.	LZC.NAM/SMITH,ADAM Q.SEX/M.DOB/111447.
See II.B., FORMAT on previous page.	LZC.	LZC.LDS/C8812345.
ZS	LZCS.	LZCS.NAM/SMITH,ADAM Q.SEX/M
ZH	LZCH.	LZCH.NAM/SMITH,ADAM Q.SEX/M.DOB/111447.
None	LZC9.	LZC9.DAY/0512.



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ORDERS OF PROTECTION (10)

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## MEANING TO THE COMPUTER

---

Search LEADS Orders of Protection File and return any active record with matching soundexed NAM, SEX, and DOB.

Search LEADS and NCIC Wanted and Missing Persons Files and return any active record with matching soundexed NAM, SEX, and DOB.

---

Search LEADS Orders of Protection File. Produces the one record that matches the LEADS Number (LDS).

---

Search LEADS Orders of Protection File and return any active record(s) with matching NAM and SEX. (Multiple soundex responses are possible.)

---

Search LEADS Orders of Protection File and return both active and expired records (up to 90 days past expiration date) with matching NAM, SEX, and DOB.

Search LEADS only Wanted and Missing Persons Files and return any active record with matching soundexed NAM, SEX, and DOB.

---

Search for all active LEADS Orders of Protection records entered on May 12 of the current year. Will provide a summary of these records followed by a count of actual records entered into the file on the day requested plus a total of the records that are still active.

---

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ORDERS OF PROTECTION (10)

## II. HOW TO INQUIRE INTO/SEARCH THE ORDERS OF PROTECTION FILE (Continued)

- C. OFF-LINE ORDERS OF PROTECTION FILE SEARCHES -- Since agencies do have the capability of searching for expired records (up to 90 days past expiration date), there are relatively few requests for off-line searches. However, in situations where on-line inquiry is impossible or ineffective, LEADS will conduct an off-line search of the file. Any information about the court order which corresponds to one or more of the data fields in the record (except the MIS Field) can be used for an off-line search. The more you know about the order in question, the fewer possible "records" you'll have to investigate.
1. Requesting an Off-Line Search -- To request an off-line search of the LEADS Orders of Protection File, send a directed administrative message to terminal KQC (LEADS User Services). Include the following information:
    - a. "REQUEST FOR ORDERS OF PROTECTION SEARCH"
    - b. Details about the court order in question.
    - c. Indication that only current active records are to be searched or that active and expired records are of interest.
  2. Normal Turnaround -- An off-line search takes 24-48 hours to complete once the request has been read by the KQC terminal operator (Note: Though requests may be sent at any time, terminal KQC is monitored Monday through Friday from 0830 to 1630, excluding holidays. Messages sent while KQC is not being monitored are printed out and will be read when the operator arrives for the next monitoring period.)
  3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matches the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS Staff will contact the person who requested the search and discuss the results. Longer lists are mailed to the requester for analysis.



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## III. RESPONSE INTERPRETATION

### A. KINDS OF RESPONSES

Every inquiry is acknowledged by some kind of response message from the LEADS Computer. Each response message is the result of the combination of message key and identifier(s) used in the inquiry and will result in one of four basic kinds of response messages, which include the following:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (An active or expired record found in LEADS with matching inquiry identifiers; includes responses from Wanted and Missing Persons Files as well as Orders of Protection.)
- System Status

Interpretation of positive responses is explained in the paragraphs which follow. The other responses (Reject, Negative, and System Status) are similar to those for the other Computer Hot Files.

### B. HITS AND POSITIVE RESPONSES

1. Steps Required On A Hit -- Refer to Hit Procedures, Chapter 4.
2. Where Hits Originate -- All Orders of Protection responses are from LEADS; NCIC has no such file. However, you may receive a positive response from both the Missing and the Wanted Persons Files, which may be from either LEADS or NCIC or both when you use the Message Key "LZC" in your inquiry. (See Chapters 9A and 9B for an explanation of these responses.)
3. LEADS Orders of Protection File Responses -- There are three positive record responses that you may receive from this file. The first line of each record will show that the record is either "ACTIVE" or "EXPIRED" or it may read "CONFIRM EXP DATE", in which case the inquiring agency should check with the agency which holds the record to make sure of its validity.

#### Examples:

ZCDC LDS/C8812345 \*\*\* ORDER OF PROTECTION \*\*\* ACTIVE \*\*\*

or

ZCDC LDS/C8812345 \*\*\* ORDER OF PROTECTION \*\*\* EXPIRED \*\*\*

or

ZCDC LDS/C8812345 \*\*\* ORDER OF PROTECTION \*\*\* CONFIRM EXP DATE \*\*\*



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## III.B. HITS AND POSITIVE RESPONSES (Continued)

4. LEADS Order of Protection Record Response Example -- The following example shows an ACTIVE Order of Protection record with data in all fields and an Add-On record. Data fields appear in groups and will always follow the same sequence in each record. If no data is entered into a specific field, that field (including the field code) will be absent in the response and no space will be allowed for the missing data.

M) M/C-24

O) CHF 100288 1419

1) ZKUK LDS/C8800108 \*\*\* ORDER OF PROTECTION \*\*\* ACTIVE \*\*\*

2) CCN/85F13 ISS/010488 EXP/010389

3) RESPONDENT:

NAM/WILLIAMS,RICHARD D SEX/M RAC/W

DOB/042855 HGT/605 WGT/190 HAI/BRO EYE/BRO

CHF 100288 1419

### 4) REMEDIES: (CONTACT ORA FOR DETAILS)

R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL DEPRIVATION,  
INTIMIDATION OF A DEPENDENT, OR INTERFERENCE WITH PERSONAL  
LIBERTY OF PROTECTED PERSON(S)

(POLICE ENFORCED - CLASS A MISDEMEANOR)

R02 PROHIBITED FROM ENTERING OR REMAINING AT RESIDENCE/HOUSEHOLD  
INHABITED BY PROTECTED PERSON(S)

(POLICE ENFORCED - CLASS A MISDEMEANOR)

R03 PROHIBITED FROM ENTERING OR REMAINING AT PLACE OF EMPLOYMENT,  
SCHOOL, OR OTHER SPECIFIED PLACES PROHIBITED BY THE COURT

(COURT ENFORCED)

R04 REQUIRED TO UNDERGO COUNSELING

(COURT ENFORCED)

R05 COURT HAS AWARDED TEMPORARY CHILD CUSTODY OR VISITATION RIGHTS

(COURT ENFORCED)

R06 PROHIBITED FROM REMOVING OR CONCEALING CHILD/REN FROM LEGAL  
CUSTODIAN (COURT ENFORCED - CLASS 4 FELONY)

R07 ORDERED TO APPEAR IN COURT WITH CHILD/REN

(COURT ENFORCED - SEE COURT ORDER FOR DETAILS)

R08 RESPONDENT ORDERED TO COMPLY WITH COURT ORDERED PHYSICAL CARE  
REQUIREMENTS FOR MINOR CHILD/REN (COURT ENFORCED)

R09 PROHIBITS POSSESSION OF CERTAIN ITEMS OF PERSONAL PROPERTY

(COURT ENFORCED - SEE COURT ORDER FOR DETAILS)

R10 PROHIBITED FROM TAKING, TRANSFERRING, ENCUMBERING, CONCEALING,  
DAMAGING, OR DISPOSING OF PROTECTED PERSONS' PROPERTY

(COURT ENFORCED)

CHF 100288 1419

R11 REQUIRED TO PAY TEMPORARY SUPPORT

(COURT ENFORCED)

R12 REQUIRED TO COMPENSATE MONETARILY FOR LOSSES AND EXPENSES  
FOR FAMILY RESULTING FROM ABUSE, NON-FAMILY NEEDS,  
COURT COSTS, ATTORNEY FEES AND FUTURE COSTS

(COURT ENFORCED)

R13 OTHER REMEDIES ORDERED AND ENFORCED BY THE COURT

(SEE MISCELLANEOUS FIELD)

R14 PROHIBITED FROM ENTERING OR REMAINING AT RESIDENCE/HOUSEHOLD  
INHABITED BY PROTECTED PERSON(S) WHILE RESPONDENT  
IS UNDER INFLUENCE OF ALCOHOL OR DRUGS

(COURT ENFORCED)

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## III.B.4. LEADS Order of Protection Record Response Example (Continued)

- 5) PETITIONER: PNM/WILLIAMS,MARY L
- 6) PROTECTED PERSONS:
  - NM1/WILLIAMS,MARY L
  - NM2/WILLIAMS,SALLY
- 7) PROTECTED ADDR:
  - PA1/123 PINE ST., WHEATON
  - PA2/826 S. FOURTH ST., WHEATON
- 8) MIS/
- 9) OCA/850P-011
- 10) ORA/SO DUPAGE CO IL
- 11) ENT/XFF OPR/JN TME/1903 DTE/010488
- 12) CONFIRM WITH ORA
  
- 13) ADD ON LDS/C8800108 ADN/880418
- 14) SERVED ON 010888 BY UNIT 134 AT 0730 HRS
- 15) ENT/XFF

### Explanation:

- Line M repeats the M/ Field data in the inquiry.
- Line 0 "CHF" identifies this message as coming from the LEADS Computerized Hot Files, followed by the date and time of the inquiry.
- Line 1 combines a character from the message key used in the inquiry (Z) with the CDC (KUK) of the inquiring terminal followed by the LEADS Record Index Number (C8800108) and the LEADS Record Label "ORDER OF PROTECTION ACTIVE".
- Line 2 shows the Court Case Number (85F13) attached to the Order of Protection followed by the Issue (010488) and Expiration (010389) Dates. The Expiration Date tells the computer whether to label the record ACTIVE or EXPIRED.
- Line 3 introduces data about the "RESPONDENT", the person who is prohibited by the Court from taking certain actions or who is required to fulfill certain obligations (REMEDIES). Identifiers include Name, Sex, Date of Birth (required) and Race, Height, Weight, Hair, and Eye Color (optional). If the Respondent uses alias names, these may be entered as Alias Records. See Chapter 11, Aliases.
- Line 4 begins the list of 14 "REMEDIES", which are what the court has determined the Respondent must or may not do. Remedies are "police enforced" or "court enforced".
- Line 5 names the Petitioner (an individual or agency), who has requested the Order of Protection.
- Line 6 presents the list of protected persons, the ones for whom the respondent poses some threat or hazard. You may enter eight names in the original entry. For additional protected persons, use an Add-On record.



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## III.B.4. Explanation of Order of Protection Response (Continued)

- Line 7 presents the list of protected addresses specified in the court order. May be any specific address -- residence, school, place of employment, etc. For more than two protected addresses, use the MIS Field.
- Line 8 is the beginning of the Miscellaneous Field which might contain information about Remedy 13 or specific data not included in the other fields.
- Line 9 indicates the Originating Agency's Case Number (optional).
- Line 10 is the Originating Authority, the name of the sheriff's office which holds the original case file for the record, but not necessarily the agency that entered the record.
- Line 11 is administrative data, showing who entered the record and when.
- Line 12 is a reminder to confirm with the ORA that the record is still active.
- Lines 13, 14, 15 represent an Add-On record which has been attached to the master record to provide still more information about the case.



## IV. LOCATING RECORDS

Orders of Protection records may not be located.

## V. ENTERING ORDERS OF PROTECTION RECORDS

### A. REQUIREMENTS

1. Entry of Order of Protection records into LEADS is limited to county sheriff agencies. For agencies which do not have terminals, Orders will be entered by that agency which holds a LEADS User Agreement with the county. An "Order of Protection Data Form" is provided in this section for agencies to use in gathering information about an Order of Protection.
2. County sheriff agencies must have appropriate documentation to support any records which they enter into LEADS. Even after a record becomes "EXPIRED", this documentation must be maintained. However, documentation is no longer needed if an Order has been "quashed" and the record voided.
3. A single county sheriff agency may enter the same Order of Protection record more than once. The computer will not reject the second attempt nor give you a duplicate entry message. Also, an agency may enter a record for a person who has already been entered by another county sheriff agency.
4. If a respondent is known to use aliases, those alias names should not be entered in the Miscellaneous Field. They should be entered as Alias records. (See Chapter 11, Aliases.)
5. Nicknames are not aliases. Nicknames should be shown in the Miscellaneous Field of the record.
6. Weapon and/or caution information must be indicated in the Miscellaneous Field. There are no caution indicator suffixes attached to the enter message key of an Order of Protection record.
7. When you enter an Order of Protection record into LEADS, NCIC searches its Wanted Person File based on the respondent's NAM, SEX, and DOB and will send you a response message indicating whether or not a Wanted Person record for the respondent exists in the NCIC File. However, LEADS does not search its Wanted Persons File when an Order of Protection record is entered.

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## V. ENTERING ORDERS OF PROTECTION RECORDS (Continued)

### B. IDENTIFIERS

The following identifiers are contained in an Order of Protection record.

<u>FIELD CODE</u>	<u>FIELD NAME</u>
MKE	Message Key
CCN	Court Case Number
ISS	Issue Date
EXP	Expiration Date
NAM	Respondent's Name
SEX	Respondent's Sex
RAC	Respondent's Race
DOB	Respondent's Date of Birth
HGT	Respondent's Height
WGT	Respondent's Weight
HAI	Respondent's Hair
EYE	Respondent's Eye Color
R	Remedies
PNM	Petitioner's Name
NM1 through NM8	Protected Person's/Persons' Name(s)
PA1	Protected Address #1
PA2	Protected Address #2
APA	Additional Protected Addresses
PPP	Protected Personal Property
MIS	Miscellaneous Information
OCA	Originating Authority's Case Number
ORA	Originating Agency Name
ENT	Entering Terminal CDC
OPR	Entering Terminal Operator's Initials/Identification Number

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## V. ENTERING ORDERS OF PROTECTION RECORDS (Continued)

### C. GENERAL ENTRY PROCEDURES

After receiving documentation for an Order of Protection record, the entering agency should follow the steps listed below to complete the entry properly.

1. Review Requirements for Entry -- Review the requirements in V.A. to be sure the Order you have been asked to enter meets all of the requirements for entry. On the following page is an "Order of Protection Data Form". Agencies may copy this form or make a similar one to use in gathering information about an Order of Protection.
2. Study Sample Enter -- Sample Enter Messages are in Section VI.
3. Obtain Necessary Codes -- The codes needed for entry of an Order of Protection record are described in Section VII.
4. Free-Form or Format -- When using a teletype terminal, entries must be made in free-form mode. The sequence of fields for free-form entry is given in paragraph D. which follows. If a CRT terminal is used, the entry may be made by free-form or format. Obtain the format by keying LFR.FEC.
5. Key the Data -- Key the data; double-check it; then transmit the message to the computer.
6. Check Acknowledgment Message -- When the computer has accepted an entry and placed it on file, it will return a copy of the record to the entering terminal (see Enter Acknowledgment Message which follows). The data in this message should be compared with the document used in entering the record to be sure there were no errors. Any errors should be immediately corrected by modification. (See Section VIII.)
7. Retain Acknowledgment Message -- LEADS Regulations, Chapter 30, require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File.





# ORDER OF PROTECTION DATA FORM

COURT CASE NUMBER	ISSUE DATE	EXPIRATION DATE	COUNTY ISSUED				
RESPONDENT'S NAME	SEX	RACE	DATE OF BIRTH	HGT	WGT	HAIR	EYES
REMEDIES SPECIFIED BY THE COURT (See back side for translation of remedies.)							
R01 <input type="checkbox"/>	R02 <input type="checkbox"/>	R03 <input type="checkbox"/>	R04 <input type="checkbox"/>	R05 <input type="checkbox"/>	R06 <input type="checkbox"/>	R07 <input type="checkbox"/>	R08 <input type="checkbox"/>
R09 <input type="checkbox"/>	R10 <input type="checkbox"/>	R11 <input type="checkbox"/>	R12 <input type="checkbox"/>	R13 <input type="checkbox"/>	R14 <input type="checkbox"/>	R15 <input type="checkbox"/>	R16 <input type="checkbox"/>
PETITIONER'S NAME			PETITIONER'S ADDRESS				
PROTECTED PERSONS' NAMES							
1. _____		2. _____		Attach any additional protected persons' names to data form.			
3. _____		4. _____					
5. _____		6. _____					
7. _____		8. _____					
PROTECTED ADDRESSES							
ADDRESS #1 _____				ADDRESS #2 _____			
_____				_____			
_____				_____			
ADDITIONAL PROTECTED ADDRESSES <input type="checkbox"/>							
PROTECTED PERSONAL PROPERTY <input type="checkbox"/>							
ITEMS							
_____							
_____							
_____							
_____							
MISCELLANEOUS INFORMATION (Caution, scars, marks, tattoos, etc.)							
_____							
_____							

## REMEDIES

- R01 = Prohibited from physical abuse, harassment, willful deprivation, intimidation of a dependent or interference with personal liberty of protected person(s). (Police Enforced - Class A Misdemeanor)
- R02 = Prohibited from entering or remaining at residence/household inhabited by protected person(s). (Police Enforced - Class A Misdemeanor)
- R03 = Prohibited from entering or remaining at place of employment, school, or other specified places prohibited by the court. (Court Enforced)
- R04 = Required to undergo counseling. (Court Enforced)
- R05 = Court has awarded temporary child custody or visitation rights. (Court Enforced)
- R06 = Prohibited from removing or concealing child/ren from legal custodian. (Court Enforced - Class 4 Felony)
- R07 = Ordered to appear in court with child/ren. (Court Enforced - See Court Order for Details)
- R08 = Respondent ordered to comply with court ordered physical care requirements for minor child/ren. (Court Enforced)
- R09 = Prohibits possession of certain items of personal property. (Court Enforced - See Court Order for Details)
- R10 = Prohibited from taking, transferring, encumbering, concealing, damaging or disposing of protected persons' property. (Court Enforced)
- R11 = Required to pay temporary support. (Court Enforced)
- R12 = Required to compensate monetarily for losses and expenses for family resulting from abuse, non-family needs, court costs, attorney fees and future costs. (Court Enforced)
- R13 = Other remedies ordered and enforced by the court. (See Miscellaneous Field)
- R14 = Prohibited from entering or remaining at residence/household inhabited by protected person(s) while respondent is under influence of alcohol or drugs. (Court Enforced)

R15 and R16 are not used at this time.



V. ENTERING ORDERS OF PROTECTION RECORDS (Continued)

D. FREE-FORM ENTRY

Free-form entry requires that each data field be keyed in the proper sequence. No data fields are prefaced by Field Codes. The end of each data field is designated by a period. All fields must be accounted for by a period, even if there is no data to be entered. The data in one field may not begin on one line and end on the next with the exception of the Miscellaneous Field.

Free-Form Field Sequence

Line (1) MKE.CCN.ISS.EXP.  
Line (2) NAM.SEX.RAC.  
Line (3) DOB.HGT.WGT.HAI.EYE.  
Line (4) (One, some, or all of Remedies  
Line (5) PNM. 1 through 16)\*  
Line (6) NM1.NM2.  
Line (7) NM3.NM4.  
Line (8) NM5.NM6.  
Line (9) NM7.NM8.  
Line (10) PA1.APA.PPP.  
Line (11) PA2.  
Line (12) MIS.  
Line (13) (Up to  
Line (14) 250  
Line (15) Positions)  
Line (16) OCA.  
Line (17) ORA.  
Line (18) ENT.OPR.

Sample Free-Form Enter Message

Line (1) LEC1.222.100488.100489.  
Line (2) BROWN,ROBERT S.M.W.  
Line (3) 012345.600.175.BRO.BRO.  
Line (4) .Y...Y..Y..Y.....\*  
Line (5) BROWN,MARY K.  
Line (6) BROWN,MARY K.BROWN,NANCY S.  
Line (7) BROWN,MARTIN R.BROWN,BILLY D.  
Line (8) ..  
Line (9) ..  
Line (10) 924 BELL ST, WHEATON.N.N.  
Line (11) GRANT MIDDLE SCHOOL, WHEATON.  
Line (12) (Miscellaneous  
Line (13) Field  
Line (14) Information)  
Line (15)  
Line (16) 88-P22222.  
Line (17) SO DUPAGE CO IL.  
Line (18) XFF.JN.

\* NOTE: There are actually 14 remedies, not 16, but you must allow for the extra two positions with periods.

E. FORMAT ENTRY -- To obtain the format, inquire LFR.FEC.

L EC1 CCN 222 ISS 100488 EXP 100489  
RESPONDENT: NAM BROWN,ROBERT S SEX M RAC W  
DOB 012345 HGT 600 WGT 175 HAI BRO EYE BRO  
REMEDIES: R01 R02 Y R03 R04 R05 R06 Y R07 R08 R09 Y  
R10 R11 R12 Y R13 R14 R15 R16 (Y IF REMEDY APPLIED)  
PETITIONER:PNM BROWN,MARY K PROTECTED PERSONS/ADDRESSES:  
NM1 BROWN,MARY K NM2 BROWN,NANCY S  
NM3 BROWN,MARTIN R NM4 BROWN,BILLY D  
NM5 NM6  
NM7 NM8  
PA1 924 BELL ST, WHEATON APA N PPP N  
PA2 GRANT MIDDLE SCHOOL, WHEATON MIS  
  
OCA 88-P22222 ORA SO DUPAGE CO IL ENT XFF OPR JN

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## V. ENTERING ORDERS OF PROTECTION RECORDS (Continued)

### F. ENTER ACKNOWLEDGMENT MESSAGE

When the LEADS computer accepts the enter message, it will return a copy to the entering terminal. This Enter Acknowledgment Message will be characterized by a line containing the Computerized Hot Files date and time stamp, which tells when LEADS processed the message. Also, the entering terminal's CDC and the newly entered record's LEADS Record Index Number are inserted into the first line. The acknowledgment for the sample message on the previous page would look like this:

```
Line (0)   CHF  100788  1301

Line (1)   XFF C8812345 LEC1.222.100488.100489.
Line (2)   BROWN,ROBERT S.M.W.
Line (3)   012345.600.175.BRO.BRO.
Line (4)   .Y...Y..Y..Y.....
Line (5)   BROWN,MARY K.
Line (6)   BROWN,MARY K.BROWN,NANCY S.
Line (7)   BROWN,MARTIN R.BROWN,BILLY D.
Line (8)   ..
Line (9)   ..
Line (10)  924 BELL ST, WHEATON.N.N.
Line (11)  GRANT MIDDLE SCHOOL, WHEATON.
Line (12)  (Miscellaneous
Line (13)  Field
Line (14)  Information)
Line (15)
Line (16)  88-P22222.
Line (17)  SO DUPAGE CO IL.
Line (18)  XFF.JN.1301.100588
```

Line (0) is the standard CHF date and time stamp. Lines 1 through 18 correspond to the original enter message. Line 1 includes the entering terminal's CDC and the LEADS Record Index Number (C8812345) assigned by the LEADS computer. Line 18 ends with the time and date (1301.100588) that the LEADS computer accepted the record.



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## VI. SAMPLE ENTER MESSAGES

### ENTER PROBLEM

The Sheriff's Office in Jo Daviess County (CDC/AJV) wishes to enter an Order of Protection record on the following subject: Joyce R. Ward, black female, born January 3, 1947, 5' 10", 200 lbs., with black hair and brown eyes. Ward, a known drug abuser with a violent temper, has been prohibited by the court from threatening, striking, or harassing the protected persons, is excluded from possession of the residence inhabited by the protected persons, is required to undergo counseling, and is required to compensate monetarily for losses and expenses resulting from abuse. The protected persons are the respondent's elderly parents, John D. and Martha L. Ward. The petitioner is the respondent's sister, Frances B. Lucas. The Court Case Number is 88-R679. The Order was issued March 4, 1988, and has no expiration date. The operator's initials are BL. The Originating Agency's Case Number is 88-L232.

### Sample Formatted Enter (Call format with LFR.FEC.):

```
L EC1 CCN 88-R679 ISS 030488 EXP 000000
RESPONDENT: NAM WARD,JOYCE R SEX F RAC B
              DOB 010347 HGT 510 WGT 200 HAI BLK EYE BRO
REMEDIES: R01 Y R02 Y R03 R04 Y R05 R06 R07 R08 R09
R10 R11 R12 Y R13 R14 R15 R16 (Y IF REMEDY APPLIED)
PETITIONER:PNM LUCAS,FRANCES B PROTECTED PERSONS/ADDRESSES:
NM1 WARD,JOHN D NM2 WARD,MARTHA L
NM3 NM4
NM5 NM6
NM7 NM8
PA1 1234 MAIN ST, GALENA APA N PPP N
PA2 MIS SUBJECT HAS VIOLENT
    TEMPER, KNOWN DRUG ABUSER
OCA 88-L232 ORA SO JO DAVIESS CO IL ENT AJV OPR BL
```



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## VI. SAMPLE ENTER MESSAGES (Continued)

### ENTER ACKNOWLEDGMENT

CHF 030588 1059

AJV C8811636 LEC1.88-R679.030488.000000.

WARD,JOYCE R.F.B.

010347.510.200.BLK.BRO.

Y.Y..Y.....Y.....

LUCAS,FRANCES B.

WARD,JOHN D.WARD,MARTHA L.

..

..

..

1234 MAIN ST, GALENA.N.N.

.

SUBJECT HAS VIOLENT

TEMPER, KNOWN DRUG ABUSER

.

88-L232.

SO JO DAVIESS CO IL.

AJV.BL.1059.030588

1L01 NCIC RESPONSE

IL04300A1

NO NCIC WANT DOB/010347 NAM/WARD,JOYCE R SEX/F

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## VII. FIELD DESCRIPTIONS AND CODES

### A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the data fields found in LEADS Orders of Protection File records. Each field is described in a standard format on the following pages. Once you become familiar with the format, you should be able to quickly locate specific information about any field.

### B. SUMMARY/INDEX

On the opposite side of this card is a summary and index for all Order of Protection File data fields. You may find that the summary will answer your questions and you will not need to refer to the detail pages.

### C. CODES

The codes used in a particular field are included in a table immediately following the corresponding Field Description. Refer to the adjoining column for code table page numbers.

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ORDERS OF PROTECTION FILE DATA FIELD SUMMARY / INDEX

FIELD NAME	FIELD CODE	PAGE FOR DETAILS	PAGE # FOR CODES	NO. OF POSITIONS	CHAR-ACTER TYPES (1)	USED WITH INQ.?	WHEN MODIFYING, YOU MAY			REQD. FOR ENTER?
							ADD	CHANGE	DELETE	
Message Key/Record Label	MKE	23	23	4	C	Yes	N/A	No	No	Yes
Court Case Number	CCN	24		to 9	L,N,P	No	N/A	Yes	No	Yes
Issue Date	ISS	25		6	N	No	N/A	Yes	No	Yes
Expiration Date	EXP	26		6	N	No	Yes*	Yes*	No	Yes*
Respondent's Name	NAM	27		to 30	L,P	Yes	N/A	Yes	No	Yes
Respondent's Sex	SEX	28		1	C	Yes	N/A	Yes	No	Yes
Respondent's Race	RAC	29	29	1	C	Yes	Yes	Yes	Yes	No
Respondent's Date of Birth	DOB	30		6	N	Yes	N/A	Yes	No	Yes
Respondent's Height	HGT	31		3	N	No	Yes	Yes	Yes	No
Respondent's Weight	WGT	32		3	N	No	Yes	Yes	Yes	No
Respondent's Hair Color	HAI	33	33	3	C	No	Yes	Yes	Yes	No
Respondent's Eye Color	EYE	34	34	3	C	No	Yes	Yes	Yes	No
Remedies	R	35	36	to 14	C	No	Yes	Yes	Varies	Yes
Petitioner's Name	PNM	37		to 20	L,P	No	N/A	Yes	No	Yes
Protected Persons/Addresses	NM1	38		to 20	L,P	No	N/A	Yes	No	Yes
	NM2 - NM8	38		to 20	L,P	No	Yes	Yes	Yes	Yes
(Same information applies to each of the seven fields.)										
Additional Protected Address	PA1	39		to 30	L,N,P	No	Yes	Yes	Yes	No
Protected Personal Property	PA2	39		to 30	L,N,P	No	Yes	Yes	Yes	No
	APA	40	40	1	C	No	Yes	Yes	Yes	No
	PPP	41	41	1	C	No	Yes	Yes	Yes	No
Miscellaneous	MIS	42		to 250	L,N,P	No	Yes	Yes	Varies	Varies
Originating Authority's Case #	OCA	43		to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency Name	ORA	44		8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC	ENT	45		3	C	No	N/A	No	No	Yes
Ent. Term. Oper. Initials/ID	OPR	46		2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	47		4	N	No	N/A	No	No	N/A
Date of Entry	DTE	48		6	N	No	N/A	No	No	N/A
LEADS Record Index Number	LDS	49		8	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.

\* If the Expiration Date was unknown when the record was entered, the field must be filled with zeros until the date is known and can be placed in the field.

\*\* Data in the MIS Field is required if Remedy 13 is part of the record.



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ORDERS OF PROTECTION (10)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Message Key
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 4 positions free-form; 4 positions with the LFR.FEC. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters and the number "1".
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:  
ADDED? N/A                      CHANGED? No                      DELETED? No
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE AND USAGE: The message key tells the computer what kind of message you have sent it, i.e., enter, inquiry, modify, void.

There are no caution indicator suffixes used in Orders of Protection records.

- K. ALLOWABLE DATA AND EDITS: Must be a message key from the following table:

	<u>ENTER</u>	<u>MODIFY</u>	<u>CANCEL</u>
To call screen format	LFR.FEC.	LFR.FMOD.	N/A
LEADS Only	LEC1	LMC	N/A
Training	LTCE	LTCM	N/A

	<u>VOID</u>	<u>INQUIRY</u>	<u>LOCATE</u>
To call screen format	LFR.FVOID.*	LFR.FINQ.	N/A
LEADS Only	LXC	See Inquiry Table On ORDER-4	N/A

\* An Order of Protection record should be voided only if the record was entered by mistake or if the Order has been "quashed", which means made void by the court.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Court Case Number
- B. FIELD CODE:   CCN
- C. FIELD LENGTH:   Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic, numeric, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required.
- J. PURPOSE AND USAGE:   To specifically identify a particular case document issued by the courts.
- K. ALLOWABLE DATA AND EDITS:   Any legitimate Court Case Number.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Issue Date
- B. FIELD CODE: ISS
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |               |            |                 |            |                 |           |
|---------------|------------|-----------------|------------|-----------------|-----------|
| <u>ADDED?</u> | <u>N/A</u> | <u>CHANGED?</u> | <u>Yes</u> | <u>DELETED?</u> | <u>No</u> |
|---------------|------------|-----------------|------------|-----------------|-----------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Denotes the date the Order of Protection was issued.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate date expressed in month, day, year which is equal to or older than the date of entry.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Expiration Date
- B. FIELD CODE:   EXP
- C. FIELD LENGTH:   6 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   Denotes the date that the Order of Protection is no longer valid.
- K. ALLOWABLE DATA AND EDITS:   May be any legitimate date expressed in month, day, year format which is equal to or older than the date of entry.
- L. NOTES:
1. Emergency Orders may be valid for up to 14 days.
  2. Interim Orders may be valid for up to 30 days.
  3. Plenary Orders may be valid for up to two years.
  4. If the expiration date is pending or indefinite, enter zeroes in the EXP Date Field. Modify the record to correct the date when it is determined by the court.
  5. Any records entered with zeros in the Expiration Date Field will remain active indefinitely until the record is voided.
  6. All Orders of Protection records remain on file 90 days past their expiration dates before they are purged.

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Respondent's Name
- B. FIELD CODE: NAM
- C. FIELD LENGTH: Up to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters, one comma (required), hyphens and spaces.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Serves as the principal identifier in all Orders of Protection records. The respondent is the person against whom an Order of Protection is issued.
- K. ALLOWABLE DATA AND EDITS: See the Field Description for "Name" in the Wanted Persons Chapter (9A).

F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Respondent's Sex
- B. FIELD CODE:   SEX
- C. FIELD LENGTH:   1 position.
- D. CHARACTER TYPE(S) ALLOWED:   Specific alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED?   N/A                      CHANGED?   Yes                      DELETED?   No
- H. ON ENTRY, DATA IS:   Required.
- J. PURPOSE AND USAGE:   Used to indicate the respondent's sex.
- K. ALLOWABLE DATA AND EDITS:   Must be F for female or M for male.



# Illinois LEADS Reference Manual

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ORDERS OF PROTECTION (10)

## FIELD DESCRIPTION

- A. FIELD NAME: Respondent's Race
- B. FIELD CODE: RAC
- C. FIELD LENGTH: 1 position.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes                      CHANGED? Yes                      DELETED? Yes
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To indicate the respondent's race as an aid in visual identification.
- K. ALLOWABLE DATA AND EDITS: Must be one of the five codes listed below:

<u>RAC CODE</u>	<u>RACE</u>
A	Asian or Pacific Islander
B	Black
I	American Indian or Alaskan Native
U	Unknown
W	White

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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Respondent's Date of Birth
- B. FIELD CODE: DOB
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Serves as numeric identifier for inquiry purposes and identification of the respondent.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate date expressed in month, day, year format.
- L. NOTES: An LZC.NAM/SEX/DOB inquiry searches LEADS/NCIC Wanted and Missing Persons Files, as well as the Orders of Protection File. For more information, see Field Description for "Date of Birth" in the Wanted Persons Chapter (9A).

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ORDERS OF PROTECTION (10)

## FIELD DESCRIPTION

- A. FIELD NAME: Respondent's Height
- B. FIELD CODE: HGT
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? Yes                      CHANGED? Yes                      DELETED? Yes
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To indicate the approximate height of the respondent in feet and inches.
- K. ALLOWABLE DATA AND EDITS: The first position always represents feet and may be 4, 5, 6 or 7. The last two positions represent inches and may be 00 through 11. Fractions of an inch must be rounded off to the nearest inch, for example:

<u>ACTUAL HEIGHT</u>	<u>HGT</u>
5' 10"	510
6 Feet Even	600
71 1/2"	511



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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Respondent's Weight
- B. FIELD CODE: WGT
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To indicate the respondent's approximate weight in pounds.
- K. ALLOWABLE DATA AND EDITS: Must be three numeric digits.

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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Respondent's Hair Color
- B. FIELD CODE:   HAI
- C. FIELD LENGTH:   3 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED?   Yes

CHANGED?   Yes

DELETED?   Yes
- H. ON ENTRY, DATA IS:   Optional.
- J. PURPOSE AND USAGE:   To describe the respondent's hair color.
- K. ALLOWABLE DATA AND EDITS:   The only data which may appear in the HAI Field is one of the nine, 3-character codes from the list below.

### HAIR COLOR CODES TABLE

<u>HAI CODE</u>	<u>HAIR COLOR</u>
RED	Red or Auburn
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
SDY	Sandy
WHI	White
XXX	Unknown

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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Respondent's Eye Color
- B. FIELD CODE: EYE
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes                      CHANGED? Yes                      DELETED? Yes
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To describe the respondent's eye color.
- K. ALLOWABLE DATA AND EDITS: Must be one of the ten three-character codes listed below.

### EYE COLOR CODES TABLE

<u>EYE CODE</u>	<u>EYE COLOR</u>
BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolored
PNK	Pink
XXX	Unknown



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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Remedies 1-14
- B. FIELD CODE: R
- C. FIELD LENGTH: 14 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic Y and the period (.).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:  

<u>ADDED?</u> N/A	<u>CHANGED?</u> Yes	<u>DELETED?</u> Varies
-------------------	---------------------	------------------------
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required for at least one field.
- J. PURPOSE AND USAGE: To specify the remedy permitted by the court or by law.
- K. ALLOWABLE DATA AND EDITS: At least one remedy must be used. A "Y" should be entered for each remedy specified by the court. If Remedy 13 was specified by the court, you must put a "Y" in the R13 Field and also describe the remedy in the MIS Field. You must insert periods for unused remedies when using free-form entry; when using format entry, leave blank.

NOTE: There are actually 14 remedies, but there are 16 positions in this field. Leave R15 and R16 blank; if you try to use these positions, your message will be rejected.

See the following page for a list of remedies.

## F I E L D   D E S C R I P T I O N   &   C O D E S

### REMEDIES

- R01 = Prohibited from physical abuse, harassment, willful deprivation, intimidation of a dependent or interference with personal liberty of protected person(s). (Police Enforced - Class A Misdemeanor)
- R02 = Prohibited from entering or remaining at residence/household inhabited by protected person(s). (Police Enforced - Class A Misdemeanor)
- R03 = Prohibited from entering or remaining at place of employment, school, or other specified places prohibited by the court. (Court Enforced)
- R04 = Required to undergo counseling. (Court Enforced)
- R05 = Court has awarded temporary child custody or visitation rights. (Court Enforced)
- R06 = Prohibited from removing or concealing child/ren from legal custodian. (Court Enforced - Class 4 Felony)
- R07 = Ordered to appear in court with child/ren. (Court Enforced - See Court Order for Details)
- R08 = Respondent ordered to comply with court ordered physical care requirements for minor child/ren. (Court Enforced)
- R09 = Prohibits possession of certain items of personal property. (Court Enforced - See Court Order for Details)
- R10 = Prohibited from taking, transferring, encumbering, concealing, damaging or disposing of protected persons' property. (Court Enforced)
- R11 = Required to pay temporary support. (Court Enforced)
- R12 = Required to compensate monetarily for losses and expenses for family resulting from abuse, non-family needs, court costs, attorney fees and future costs. (Court Enforced)
- R13 = Other remedies ordered and enforced by the court. (See Miscellaneous Field)
- R14 = Prohibited from entering or remaining at residence/household inhabited by protected person(s) while respondent is under influence of alcohol or drugs. (Court Enforced)

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Petitioner's Name (May be person or agency name)
- B. FIELD CODE: PNM
- C. FIELD LENGTH: 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, spaces, commas, and hyphens are allowed.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE AND USAGE: To identify the person or agency which petitioned for the Order of Protection.
- K. ALLOWABLE DATA AND EDITS: Any person or agency name.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Protected Persons Names
- B. FIELD CODE: NM1, NM2, NM3, NM4, NM5, NM6, NM7, NM8
- C. FIELD LENGTH: 20 positions for each of the 8 fields (160 total positions).
- D. CHARACTER TYPE(S) ALLOWED: Letters, one comma (required), hyphens, and spaces.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- |               |            |                 |     |                 |        |
|---------------|------------|-----------------|-----|-----------------|--------|
| <u>ADDED?</u> | See Notes. | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | Varies |
|---------------|------------|-----------------|-----|-----------------|--------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? NM1 is required.
- J. PURPOSE AND USAGE: To identify all persons to be considered "Protected Persons" in the Order of Protection.
- K. ALLOWABLE DATA AND EDITS: The elements of a protected person's name are last name, first name, and middle initial or name, if any.
- Example: SMITH,ADAM Q  
SMITH,A QUADE  
SMITH,A Q
- L. NOTES: If Petitioner is also a Protected Person, enter Petitioner's Name in NM1. If number of Protected Persons exceeds eight, the other names should be entered as ADD-ON Records. See Chapter 12, ADD-ON Records.

F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Protected Address #1  
                          Protected Address #2
  
- B. FIELD CODE:   PA1, PA2
  
- C. FIELD LENGTH:   Up to 30 positions each.
  
- D. CHARACTER TYPE(S) ALLOWED:   Alpha, numeric, comma, hyphen, and space.
  
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
  
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
  
- G. WHEN MODIFYING, FIELD CAN BE:  
  
          ADDED?   Yes                    CHANGED?   Yes                    DELETED?   Yes
  
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Optional.
  
- J. PURPOSE AND USAGE:   Lists addresses specified in the Order of Protection that the respondent is not to enter or frequent.
  
- K. ALLOWABLE DATA AND EDITS:   May be business, school, home, or other frequented address.
  
- L. NOTES:   Protected addresses must be specified in the court order. There may be several protected addresses specified with an Order of Protection. The record allows for two addresses to be entered. If there are more than two specified, they may be entered in the Miscellaneous Field. If the MIS Field is filled, use an Add-On record for additional addresses.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Additional Protected Addresses
- B. FIELD CODE:   APA
- C. FIELD LENGTH:   1 position.
- D. CHARACTER TYPE(S) ALLOWED:   Specific alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, FIELD CAN BE:  

ADDED?   Yes

CHANGED?   Yes

DELETED?   Yes
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Optional.
- J. PURPOSE AND USAGE:   To indicate that additional protected addresses are listed in the Order of Protection.
- K. ALLOWABLE DATA AND EDITS:   If used, must be Y for yes or N for no.
- L. NOTES:   Protected addresses must be specified in the court order. When more than two addresses are specified, enter the additional addresses in the Miscellaneous Field. If the MIS Field is filled, use an Add-On record.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Protected Personal Property
- B. FIELD CODE:   PPP
- C. FIELD LENGTH:   1 position.
- D. CHARACTER TYPE(S) ALLOWED:   Specific alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, FIELD CAN BE:  

ADDED?   Yes

CHANGED?   Yes

DELETED?   Yes
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Optional.
- J. PURPOSE AND USAGE:   To indicate that certain items of personal property are protected under the court order.
- K. ALLOWABLE DATA AND EDITS:   If used, must be Y for yes or N for no.
- L. NOTES:   Protected personal property must be specified in the court order.

Protected personal property should be specified in the Miscellaneous Field. If the MIS Field is filled, use an Add-On record.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Miscellaneous
- B. FIELD CODE: MIS
- C. FIELD LENGTH: Up to 250 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&). The period (.) is not allowed.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:  

ADDED? Yes

CHANGED? Yes

DELETED? See H.
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required if Remedy 13 is used; otherwise optional.
- J. PURPOSE AND USAGE: To be used for information not specified in other fields.
- K. ALLOWABLE DATA AND EDITS: Data in the MIS Field is optional only if Remedy 13 is NOT USED. If R13 is used, the MIS Field must contain the literal information listed in the Court Order. If there is not enough room, additional information can be included in an Add-On Record.

If there is any reason why caution should be used when the respondent is encountered, it should be indicated in the first positions of the Miscellaneous Field.

Additional Protected Addresses and Protected Personal Property may also be entered in the Miscellaneous Field.

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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, and all special characters, except the period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Optional.
- J. PURPOSE AND USAGE: Allows the entering agency to cross-reference the LEADS record with its corresponding case file. When another department hits the record, the originating authority may ask for the OCA number in order to look up the case file and confirm the hit.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.
- Edits:
1. Must not exceed 9 positions.
  2. Must not contain the word NONE.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Originating Authority's Agency Name
- B. FIELD CODE:   ORA
- C. FIELD LENGTH:   Up to 25 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic, numeric, and three special characters  
-- comma, hyphen, /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, FIELD CAN BE:  

ADDED?   N/A

CHANGED?   Yes

DELETED?   No
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required.
- J. PURPOSE AND USAGE:   To clearly identify the authority (and its location) which holds the originating case file related to the LEADS record.
- K. ALLOWABLE DATA AND EDITS:   This field is not edited, but should contain the ORA representing the Sheriff's Office which holds the record.
- L. NOTES:   Data should be entered as follows:

Examples:   SO SANGAMON CO IL  
                  SO FRANKLIN CO IL

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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Entering Terminal's CDC
- B. FIELD CODE:   ENT
- C. FIELD LENGTH:   3 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID?   No
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required.
- J. PURPOSE AND USAGE:   Identifies the terminal used to enter the record.
- K. ALLOWABLE DATA AND EDITS:   Must be the exact CDC of the terminal being used for the enter message.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- |                  |                    |                    |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE AND USAGE: To indicate the operator who made the entry.
- K. ALLOWABLE DATA AND EDITS: The only edit is to ensure that the enter message contains two alphanumeric characters in the OPR Field.
- L. NOTES: If a record is entered with the wrong identifier, void the record and enter a new one with the correct identifier.



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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Time of Entry
- B. FIELD CODE: TME
- C. FIELD LENGTH: 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? (Not entered.)
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a permanent record of the exact time that the enter message was handled by the LEADS computer and when the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS: The time is expressed in local time on the basis of a 24-hour clock. 2:00 p.m. will appear as TME/1400.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Date of Entry
- B. FIELD CODE: DTE
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? (Not entered.)
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a permanent record of the date that the enter message was processed by the LEADS computer and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS: The date is expressed in Month - Day - Year format. November 15, 1988 will appear as DTE/111588.

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ORDERS OF PROTECTION (10)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter C and the numbers 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? (Not entered.)
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LEADS Number is made up of three parts. The first character tells what file the record is stored in. All records in the Orders of Protection File have a LDS Number beginning with C. The next two digits represent the year in which the record was entered into the file. The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year of entry.



1. The first part of the document is a list of the names of the people who were present at the meeting.

## 2. The second part of the document is a list of the topics that were discussed.

3. The third part of the document is a list of the actions that were taken.

4. The fourth part of the document is a list of the conclusions that were reached.

5. The fifth part of the document is a list of the recommendations that were made.

6. The sixth part of the document is a list of the questions that were asked.

7. The seventh part of the document is a list of the answers that were given.

8. The eighth part of the document is a list of the comments that were made.

9. The ninth part of the document is a list of the suggestions that were made.

10. The tenth part of the document is a list of the decisions that were made.

11. The eleventh part of the document is a list of the resolutions that were passed.

12. The twelfth part of the document is a list of the motions that were made.

13. The thirteenth part of the document is a list of the amendments that were proposed.

14. The fourteenth part of the document is a list of the resolutions that were adopted.

15. The fifteenth part of the document is a list of the motions that were carried.

16. The sixteenth part of the document is a list of the amendments that were accepted.

17. The seventeenth part of the document is a list of the resolutions that were rejected.

18. The eighteenth part of the document is a list of the motions that were lost.

19. The nineteenth part of the document is a list of the amendments that were rejected.

20. The twentieth part of the document is a list of the resolutions that were adopted.

21. The twenty-first part of the document is a list of the motions that were carried.

22. The twenty-second part of the document is a list of the amendments that were accepted.

23. The twenty-third part of the document is a list of the resolutions that were rejected.

24. The twenty-fourth part of the document is a list of the motions that were lost.

25. The twenty-fifth part of the document is a list of the amendments that were rejected.

26. The twenty-sixth part of the document is a list of the resolutions that were adopted.

27. The twenty-seventh part of the document is a list of the motions that were carried.

## VIII. MODIFICATION

### A. GENERAL MODIFICATION INFORMATION

1. What Is Modification? -- Modification is the process of adding, changing, or deleting data contained in a previously entered record. You may modify only those records that were entered by your agency. You may not modify a record entered by another agency.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed.
3. Modify Message Key -- There is one modify message key for the Orders of Protection File. A second key is provided for training purposes. (LFR.FMOD. is used to call the modify format.)

LMC is used for all Orders of Protection records.

LTCM is used only for training purposes to "modify" Orders of Protection records. (The record on file is not actually affected.)

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. If these two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The two required identifiers are the LEADS Record Index Number (LDS) followed by the Respondent's Name (NAM) exactly as it appears in the record being modified.

5. Random Sequence of Fields -- Following the message key, the LEADS Number, and the Respondent's Name, the fields to be modified and their contents may be listed in any order.
6. All Original Data Lost -- Whether you wish to change all or part of the data in a particular field, the computer removes all of the original data in that field. This means that your modify message must include the contents for the entire field, even if you are changing only one character.
7. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields may be included in a single message. The modify screen format allows up to five fields to be modified per message.

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## VIII. MODIFICATION (Continued)

### B. WHAT CAN & CANNOT BE MODIFIED?

1. Fields Which Can Be Modified -- The data fields which can be modified in an Order of Protection record include the following ones:

- CCN - Court Case Number
- ISS - Issue Date
- EXP - Expiration Date
- NAM - Respondent's Name
- SEX - Respondent's Sex
- RAC - Respondent's Race
- DOB - Respondent's Date of Birth
- HGT - Respondent's Height
- WGT - Respondent's Weight
- HAI - Respondent's Hair Color
- EYE - Respondent's Eye Color
- R - Remedies (R01, R02, R03, R04, R05, R06, R07, R08, R09, R10, R11, R12, R13, R14)
- PNM - Petitioner's Name
- NM - Protected Persons/Addresses
  - NM1 - Name
  - NM2 - Name
  - NM3 - Name
  - NM4 - Name
  - NM5 - Name
  - NM6 - Name
  - NM7 - Name
  - NM8 - Name
  - PA1 - Protected Address 1
  - PA2 - Protected Address 2
- APA - Additional Protected Address
- PPP - Protected Personal Property
- MIS - Miscellaneous
- OCA - Originating Authority's Case Number
- ORA - Originating Authority's Agency Name

2. Fields Which Cannot Be Modified -- The data fields which cannot be modified in an Order of Protection record include the following ones:

- MKE - Message Key
- LDS - LEADS Record Index Number
- ENT - Entering Terminal CDC
- OPR - Entering Operator's Initials/Identifier
- TME - Time of Entry
- DTE - Date of Entry



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## VIII. MODIFICATION (Continued)

### C. SAMPLE MODIFICATION PROBLEM & SOLUTION

Suppose you wish to change, add, and delete some data in an Order of Protection record (LDS/C8512345). The Respondent's Name is Glenn W. Edwards. Because the Expiration Date was unknown at the time the record was entered, zeros were placed in this field. The EXP (101589) is now known and should be added to the record. Also, one of the remedies (05) issued by the court should be removed and another remedy (08) added.

#### Sample Modify Using Format LFR.FMOD.

	(a)	(b)
	L MC	LDS/ C8812345
(c)	NAM/ EDWARDS, GLENN W	
	DATA FIELDS:	
(d)	EXP/ 101589	
(e)	R05/ .	
(f)	R08/ Y	

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
  2. INSERT LDS NUMBER OF RECORD.
  3. INSERT FIELD ID CODE FOR TYPE OF FILE.
  4. INSERT 2ND IDENTIFIER FROM RECORD.
  5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
  6. INSERT DATA TO REPLACE EXISTING DATA.

#### Sample Modify Using Free-Form Message Key

(a)	(b)	(c)	(d)	(e)	(f)
LMC.LDS/C8812345.NAM/EDWARDS, GLENN W.EXP/101589.R05/.R08/Y.					

#### Explanation of Samples

- (a) Modify Message Key.
- (b) LDS Number of record to be modified (required identifier).
- (c) Name of Respondent exactly as it appears in the record (required identifier).
- (d) First field to be modified, here containing the correct EXP date.
- (e) Second field to be modified, here to delete Remedy 05.
- (f) Third field to be modified, here to add Remedy 08.

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## VIII. MODIFICATION (Continued)

D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged either by a reject message, or if successful, by the following message:

### 1. Successful Modify Acknowledgment

(a) (b) (c)  
cdc MODIFY LDS/C8812345

(a) The CDC of the terminal which sent the modify message.

(b) Indication that the record was successfully modified.

(c) LEADS Record Index Number of the record successfully modified.

2. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to inquire on the record and review the response message.

3. No Partial Success -- There is no such thing as a partially successful modification. Either all the fields that you attempted to change are modified or none of them are modified.

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## IX. ADD-ON CAPABILITY

LEADS provides the capability of appending additional information to any LEADS record. This can be useful when the MIS Field (250 permanent positions in an Order of Protection record) is too small to contain all the data you wish to enter. Also, you may need to enter more than 8 protected persons names, protected addresses and personal property, which you may enter as an Add-On record. Be sure these items are clearly specified in the court order. Turn to Chapter 12, Add-On Records, for procedures.





## X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the computer files, especially a record that was entered by mistake. You can only void a record that was entered by one of the terminals at your agency. Once a record has been voided, it may no longer be retrieved by any kind of on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

## B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake (i.e., should not have been entered in the first place), and is invalid, should be voided as soon as the error is discovered.
2. Can't Modify -- If data in a field that cannot be modified is entered incorrectly, the original record should be voided and a new record entered.
3. Record Quashed -- If an Order of Protection has been "quashed" (made void by judicial action) by the court, then the record should be immediately voided. An Order of Protection record cannot be cancelled.

C. HOW TO VOID -- An Order of Protection File void message contains three elements -- the message key, the LEADS Record Index Number, and the Respondent's Name exactly as it appears in the record's NAM Field.

1. The Void Message Key for the Orders of Protection File is

LXC.

2. Sample Free-Form Void Message

(a)            (b)            (c)  
LXC.LDS/C8812345.NAM/EDWARDS,GLENN W.

3. Sample Format Void Message (LFR.FVOID.)

(a)            (b)  
LX C    LDS/ C8812345  
  
(c)    NAM / EDWARDS,GLENN W

### INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.

### Explanation of Void Messages 2. and 3.

- (a) Message Key to void an Order of Protection record.
- (b) LEADS Record Index Number of the record being voided.
- (c) Respondent's Name from the record being voided.

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## X. VOIDING (Continued)

### D. VOID MESSAGE ACKNOWLEDGMENT

1. Successful Void Acknowledgment -- Successful void messages will be acknowledged by the following:

(a)	(b)	(c)
cdc	VOID	LDS/C8812345

- (a) CDC of the terminal which sent the void message.
  - (b) Indication that the record was successfully voided.
  - (c) LEADS Record Index Number of the record that was voided.
2. Rejected Void Message -- A response other than the one above indicates that your void message was rejected. Correct any errors and resend the void message.



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XI. CANCELLING -- Orders of Protection records may not be cancelled.

XII. PURGING

When an Active Order of Protection record expires, it is then transferred to and retained in a History File for 90 days. Upon completion of that 90 day period, the record is purged. Order of Protection records entered with zeros in the Expiration Date Field will remain on file indefinitely.









Chapter 11

A L I A S E S

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ALIASES (11)

## I. INTRODUCTION

### A. WHAT IS IN THE ALIAS FILE?

The Alias File is actually an index of known alias names and dates of birth which point to an active master record in the Wanted or Missing Persons Files or the Orders of Protection File. Only the agency which entered the master record can attach Alias Names and Dates of Birth to that record. This data can be added to records in both the LEADS and NCIC Persons Files. Orders of Protection are in LEADS only.

### B. PURPOSE OF THE ALIAS FILE

The purpose of this file is to attach any names and dates of birth associated with an individual about whom a record already exists as a Wanted Person, Missing Person, or Order of Protection Record. See Chapters 9 and 10, Persons and Orders of Protection, respectively.

## II. HOW TO INQUIRE INTO/SEARCH THE ALIAS FILE

### A. MESSAGE KEYS AND IDENTIFIERS

There is actually no "Alias Name or Alias Dates of Birth Inquiry". The same message keys and identifiers used for Wanted and Missing Persons Inquiries will search all Persons records indexed with a particular name or DOB. See II. HOW TO INQUIRE INTO/SEARCH THE PERSONS FILE, Chapter 9, PERSONS. A special key, LZC, is required to search for a name in the Orders of Protection File. See the ALIAS INQUIRY TABLE on the following page.

### B. SEPARATE INQUIRY FOR EACH ALIAS

A separate inquiry must be run for each alias name and date of birth. For example, when inquiring on a subject who is believed to use three different DOB's, you must run three separate inquiry messages, one for each DOB.

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## ALIAS INQUIRY TABLE

MKE SUFFIX  
FOR  
FORMAT  
(LFR.FINQ)

FREE-FORM

MEANING TO COMPUTER

Z	LZW.NAM/JONES, ROBERT.SEX/M.DOB/111447.	Search Wanted and Missing Persons Files, LEADS & NCIC; match Name, Sex, and Date of Birth.*
Z2	LZW2.NAM/JONES, ROBERT.SEX/M.DOB/111447.	Search Wanted and Missing Persons Files, LEADS & NCIC, and SOS or out-of-state driver's license file; match Name, Sex, and Date of Birth.*
ZS ZS	LZWS.NAM/JONES, ROBERT.SEX/M. LZWS.NAM/JONES, ROBERT.SEX/M.RAC/W.	Search LEADS Wanted and Missing Persons Files only; return all hits regardless of how many. Should only be used when these are the only available identifiers.
NONE	LZC.NAM/JONES, ROBERT.SEX/M.DOB/111447.	Search Wanted and Missing Persons Files, (LEADS & NCIC) and Orders of Protection File, (LEADS only); match Name, Sex, and Date of Birth
NONE	LZCS.NAM/JONES, ROBERT.SEX/M. LZCH.NAM/JONES, ROBERT.SEX/M.DOB/111447.	Search LEADS Orders of Protection File (Active Orders only); used when DOB unknown. Search LEADS Orders of Protection History File - Will return both Active and Expired Orders. Match is on Name, Sex and Date of Birth.

\* You may use additional numerics as described in Section II HOW TO INQUIRE INTO/SEARCH THE PERSONS FILE, Chapter 9, PERSONS.

## ALIAS INQUIRY TABLE





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## III. RESPONSE INTERPRETATION

Every on-line inquiry will be acknowledged by a response message (negative or positive) from the LEADS computer.

### A. POSITIVE RESPONSE

If an inquiry is made using a name that is in the file as an Alias Name, the master record and all alias names along with Alias Dates of Birth associated with the master record will be printed out in response to the inquiry. The master record, which could be any record from the Wanted or Missing Persons File or the Orders of Protection File, will be printed out first, followed by any Alias Names associated with it.

#### 1. Example LEADS Wanted Person Hit Message With Alias Data

- 1) M/433
- 2) CHF 072291 1211
- 3) \*\*\* WARNING - THIS WARRANT SHALL NOT BE EXECUTED AT ANY LOCATION \*\*\*
- 3a) \*\*\* OUTSIDE THE COURT-ISSUED GEOGRAPHIC LIMITS SPECIFIED -- \*\*\*
- 3b) \*\*\* THE COURT ISSUED GEOGRAPHIC LIMITS ON THIS WARRANT ARE: \*\*\*
- 3c) \*\*\* GEO/COURT ISSUED COOK COUNTY \*\*\*
- 4) ZAUK LDS/W9176414 WANTED
- 5) OFF/5499 TRAFFIC OFFENSE DOW/072091
- 6) NAM/FLINTSTONE,FREDERICK SEX/M RAC/W POB/TX
- 7) DOB/021758 AGE/33 HGT/601 WGT/200 HAI/BRO EYE/BRO SKN/RUD
- 8) SOC/123456789
- 9) DLS/IL DLN/F34545658732 DLY/95
- 10) MIS/FAILURE TO APPEAR/DRIVING WHILE SUSPENDED
- 11) OCA/T91-4501 ORA/PD BEDROCK IL
- 12) ENT/AOK OPR/BR TME/1209 DTE/072291
- 13) CONFIRM WITH ORA
- 14) ALIAS LDS/W9176414 AKA/STONE,FREDDIE
- 15) FLINT,FRED
- 16) ALIAS DOB/031758,021759

Lines 1-13 represents a typical LEADS Wanted Person Hit Message including Court-Issued Geographic Limits

Line 16 begins the Alias portion of the record beginning with the LEADS number of the master record and concluding with the first Alias Name (STONE,FREDDIE).

Line 17 contains the second and final, Alias Name (FLINT,FRED).

Line 18 contains the two Alias Dates of Birth (031758 and 021759).

## III.A. POSITIVE RESPONSE (Continued)

### 2. Example NCIC Missing Person Hit Message With Alias Data

M) M/92-300  
1) 1001 NCIC RESPONSE  
2) IL08496T4  
3) MKE/MISSING PERSON - ENDANGERED  
4) ORI/IL08496T4 NAM/MONTS,MARY J SEX/F RAC/W POB/IL DOB/111447 HGT/504  
5) WGT/125 EYE/BRO HAI/BRO SKN/RUD  
6) NIC/M119095639

M) M/92-300  
7) 1L02 NCIC RESPONSE  
8) IL08496T4  
9) MNP/MP DLC/031792 OCA/W9225205  
10) ORI IS  
11) DOB/051547  
12) AKA/CAW,CATHERINE L  
13) AKA/HOUSE,HILLARY J  
14) NIC/M119095639

Lines 1-10 and 14 represent a typical NCIC Missing Person Hit Message.

Line 11 begins the Alias portion of the record beginning with the one and only Alias DOB in this record (051547).

Line 12 contains the first Alias Name (CAW,CATHERINE L).

Line 13 contains the second and last Alias Name (HOUSE,HILLARY J).

Line 14 contains the NIC Number of the Master Record.



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## III.A. POSITIVE RESPONSE (Continued)

### 3. Example LEADS Order of Protection Hit Message With Alias Data

- 1) CHF 121391 1108
- 2) ZPPC LDS/C9100103 \*\*\*ORDER OF PROTECTION\*\*\* ACTIVE \*\*\*
- 3) CCN/91F13 ISS/010291 EXP/010292
- 4) RESPONDENT:
- 5) NAM/GASTON,MARK R SEX/M RAC/W
- 6) DOB/051259 HGT/605 WGT/190 HAI/BRO EYE/BRO
- 7) REMEDIES: (CONTACT ORA FOR DETAILS)
- 7a) R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL
- 7b) DEPRIVATION, INTIMIDATION OF A DEPENDENT, OR INTERFERENCE
- 7c) WITH PERSONAL LIBERTY OF PROTECTED PERSON(S)
- 7d) (POLICE ENFORCED - CLASS A MISDEMEANOR)
- 7e) R02 PROHIBITED FROM ENTERING OR REMAINING AT PLACE OF
- 7f) EMPLOYMENT, SCHOOL, OR OTHER SPECIFIED PLACES PROHIBITED BY
- 7g) THE COURT
- 7h) (COURT ENFORCED)
- 8) PETITIONER: PNM/GASTON,MARILYN
- 9) PROTECTED PERSONS:
- 9a) NM1/GASTON,MARILYN A
- 9b) NM2/GASTON,ANNE M
- 10) PROTECTED ADDRESS:
- 10a) PA1/1640 MONROE LANE, PARIDISE VALLEY
- 10b) PA2/20469 HWY. 9 NE., PARIDISE VALLEY
- 11) MIS/
- 12) OCA/91-0013
- 13) ORA/COOK CO SHERIFF'S POLICE
- 14) ENT/KCQ OPR/HL TME/1903 DTE/010191
- 15) CONFIRM WITH ORA
- 16) ALIAS LDS/C9100103 AKA/GIBSON,MIKE R
- 17) GASTON,MIKE R
- 18) ALIAS DOB/120559,121959

Lines 1-15 represent a typical LEADS Order of Protection Hit Message.  
(See VOL 2, Orders of Protection for details.)

Line 16 begins the Alias portion of the record beginning with the LEADS Number of the master record and the first Alias (Gibson, Mike R.).

Line 17 contains the second, and final Alias Name (Gaston, Mike R.).

Line 18 contains the two Alias Dates of Birth (120559 and 121959).

## III. RESPONSE INTERPRETATION (Continued)

B. ACTION STEPS REQUIRED ON A HIT - See Hit Procedures, Chapter 4.

IV. LOCATING -- There is no Locate Message for Aliases.

# Illinois LEADS Reference Manual

ALIASES (11)

## V. ENTERING ALIAS NAMES, DATES OF BIRTH TO MASTER RECORDS

### A. REQUIREMENTS

1. Entry of Alias Names (and Dates of Birth) may only be made by the terminal that entered the Master Wanted or Missing Persons or Orders of Protection Record.
2. A total of 30 Alias Names and 9 Alias Dates of Birth may be added to a master record. Only three of each may be entered per transaction (free-form and format).
3. To enter an Alias Name and Date of Birth, a master record must first be identified by its LEADS Number and the Name in the master record.
4. Alias Names should not be entered into the Miscellaneous Field of the main record; they should be entered as Alias Name records.
5. Nicknames are not considered to be Alias Names; they should only be entered in the Miscellaneous Field of the record.
6. If an attempt is made to enter an Alias Name for a master record that has previously been Cancelled or Voided, the message will be rejected and the terminal will be notified that the master record has already been Cancelled or Voided.
7. If an attempt is made to enter an Alias Name and/or Date of Birth that is/are the same as the name or date of birth in a master record, the message will be rejected.

NOTE: The National Center for Missing and Exploited Children (NCMEC) has determined that the entry of the mother's maiden name with the juvenile's given first name as an alias has been beneficial in locating missing children. See WPERS-75 for details.

### B. IDENTIFIERS

The following identifiers are necessary to enter Alias Names/Dates of Birth in the Alias File:

<u>FIELD CODE</u>	<u>FIELD NAME</u>
1. MKE	Message Key
2. LDS	LEADS Record Index Number (of Master Record)
3. NAM	NAME of Subject (used in Master Record)



## V. ENTERING ALIAS NAMES, DATES OF BIRTH TO MASTER RECORDS (Continued)

- C. FREE-FORM ENTRY -- Key each data field in the proper sequence. Use a period only to end a field. Enter the Alias Name in the same sequence used as when entering a Wanted Person record -- Last Name, First Name, Middle Name. Place a comma after the Last Name and end each complete Alias Name with a period. Do not use a field code in front of the Alias Names or Alias Dates of Birth.

### 1. Free-Form Field Sequence

MKE.LDS.NAM.  
ALIAS NAME NUMER ONE.  
ALIAS NAME NUMER TWO.  
ALIAS NAME NUMER THREE.  
ALIAS DATE OF BIRTH.ALIAS DATE OF BIRTH.ALIAS DATE OF BIRTH.

### 2. Sample Free-Form Enter Message

Line 1    LEN.LDS/W9223456.NAM/BROWN,JOHN B.  
Line 2    BARBER,JOHN B.  
Line 3    BRAUN,JAMES E.  
Line 4    BREEN,JACK L.  
Line 5    111447.111547.111647.

3. Enter Acknowledgment Message -- If the message meets the edit requirements of the computer programming, it will be entered into the permanent files and you will receive an Enter Acknowledgment Message like the following.

#### Sample Enter Acknowledgment

- 1) CHF 032692 1622  
2) cdcEN LDS W9223456

Line 1 contains the standard LEADS heading showing the date and time that the Alias Data was added to the master record.

Line 2 shows the CDC of the entering terminal plus the message key 'EN' followed by the LEADS Number of the Wanted Person master record.

## VI. SAMPLE ENTER MESSAGES

- A. SAMPLE ENTER PROBLEM: Assume that you have been instructed to enter two Alias Names and Alias Dates of Birth for an individual that your agency had previously entered a Wanted Person record in LEADS and NCIC Files. The LEADS Number is 'W9212345' and the name in the master record is 'John Lee Thorpe'. The two Alias Names are 'Robert A. Thrush' and 'Richard T. Thomas'. The Alias Dates of Birth are '111940' and '122542'.

Sample Formatted Enter (Call format with LFR.FEALS.):

```
L EN_   LDS/ W9212345      NAM/ THORPE,JOHN LEE
AKA THRUSH,ROBERT A_____
AKA THOMAS,RICHARD T_____
AKA _____
DOB 111940 DOB 122542 DOB _____
```

### Enter Acknowledgment

- 1) CHF 032692 1557
- 2) cdcEN LDS W9212345

(Explanation of 'Enter Acknowledgment' is given on the previous page.)

# Illinois LEADS Reference Manual

ALIASES (11)

## VI. SAMPLE ENTER MESSAGES (Continued)

- B. SAMPLE ENTER PROBLEM: Assume that you have been instructed to enter four Alias Names and two Alias Dates of Birth for an individual that your agency had previously entered an Orders of Protection record in the LEADS File. The LEADS Number is 'C9212345' and the name in the master record is 'Donald Ray Brown'. The four Alias Names are 'Donald C. Green, David Black, Dean E. Gray, and Donald R. White'. The Alias Dates of Birth are '092542' and '102542'.

Sample Formatted Enter (Call format with LFR.FEALS.):

```
L EN1   LDS/ C9212345      NAM/ BROWN,DONALD RAY _____  
AKA GREEN,DONALD C _____  
AKA BLACK,DAVID _____  
AKA GRAY,DEAN E _____  
DOB 092542 DOB 102542 DOB _____
```

Enter Acknowledgment

- 1) CHF 032892 1215
- 2) cdEN1 LDS C9212345

(Explanation of 'Enter Acknowledgment' is given on page ALIAS-8.)

You must now repeat the format (LFR.FEALS.) and re-enter the MKE, LDS #, and NAM data in order to enter the fourth Alias Name.



## VII. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The data fields described in this section of the Aliases Chapter are the identifiers that would be used to ENTER, INQUIRE, or VOID Alias data. Other data fields that are part of the response to an Alias Inquiry are explained elsewhere (Persons and Orders of Protection Chapters).

### B. SUMMARY/INDEX

The opposite side of this card is a summary and index of data fields used in Alias Enter, Inquiry, and Void messages.

### C. CODES

If codes are used in a certain field, they will be listed in the corresponding Field Description.

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ALIASES FILE DATA FIELD SUMMARY/INDEX

ALIASES FILE DATA FIELD SUMMARY / INDEX

FIELD NAME	FIELD CODE	ALIAS-PAGE #	NO. OF POSITIONS	CHARACTER TYPES (1)	USED WITH INQ?	REQD. FOR ENTER?	REQD. FOR VOID?
Message Key	MKE	14	3-4	C	Yes	Yes	Yes
Name of Subject	NAM	15	3-30	L,P	Yes	Yes	Yes
Sex	SEX	16	1	C	Yes	No	No
Date of Birth*	DOB	17	6	N	Yes	No	No
Driver's License Number	DLN	18	to 20	L,N	Yes	No	No
Social Security Number	SSN	19	9	N	Yes	No	No
SID Number	SID	20	7	N	Yes(2)	No	No
Miscellaneous Number	MNU	21	to 15	C,L,N,P	Yes	No	No
FBI Number	FBI	22	1-9	L,N	Yes	No	No
Vehicle Identification Number	VIN	23	to 20	L,N	Yes	No	No
License Plate Number	LIC	24	to 8	L,N	Yes	No	No
LEADS Record Index Number	LDS	25	8	C,N	No	Yes	Yes

\*DOB is the only numeric used to search Orders of Protection File.

- (1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.
- (2) Searches the LEADS File, not NCIC.

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ALIASES (11)

## FIELD DESCRIPTION

- A. FIELD NAME: Message Key
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-4 positions free-form; 1 position with the LFR.FEALS. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, and the numbers '1' and '2'.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? VOID only
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? N/A                      CHANGED? N/A                      DELETED? N/A
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE AND USAGE: Tells the computer whether you are Inquiring, Entering, or Voiding an Alias Name and/or Date of Birth.
- K. ALLOWABLE DATA AND EDITS: Must be one of the following message keys:

<u>MESSAGE TYPES</u>	<u>TO CALL CRT SCREEN FORMATS</u>	<u>FREE FORM MESSAGE KEYS</u>
INQUIRY	LFR.FINQ.	LZW*,LZW2*,LZC**
ENTER		
LEADS & NCIC	LFR.FEALS.	LEN
LEADS Only	LFR.FEALS.	LEN1
Training	LFR.FEALS.	LTNE
CANCEL	N/A	N/A
VOID	(None)	LXN
MODIFY	N/A	N/A
LOCATE	N/A	N/A

\*Searches Wanted and Missing Persons Files.

\*\*Searches Wanted, Missing Persons and Orders of Protection Files.



# Illinois LEADS Reference Manual

ALIASES (11)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Name of Subject (Master Record)
- B. FIELD CODE: NAM
- C. FIELD LENGTH: 3 to 30 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters, one comma (required), hyphens and spaces
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? VOID only
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE AND USAGE: The Name of the Subject is one of the primary identifiers of a master record to which Alias Names and Dates of Birth are added.
- K. ALLOWABLE DATA AND EDITS: A Subject's name must be formatted in the following manner: last name (required); comma (required); first name or initial (required); single space (required); middle name(s) or initial(s) if any, and single space after each middle name or initial.

### Examples:

NAM/LEE,ROBERT E.  
NAM/GRANT,U SIMPSON  
NAM/HARRISON,WILLIAM HENRY

Alias Name -- An Alias Name (Field Code is 'AKA' for Also Known As) is also made up of from 3 to 30 positions, allows the same character types as the Name in a master record, and is formatted in the same manner (See K. above).

# Illinois LEADS Reference Manual

ALIASES (11)

## FIELD DESCRIPTION

- A. FIELD NAME: Sex
- B. FIELD CODE: SEX
- C. FIELD LENGTH: One position
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic -- M for male or F for female
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes (See Note 1)
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Used to indicate the subject's sex.
- K. ALLOWABLE DATA AND EDITS: Must be either F for female or M for male.
- L. NOTES: 1. Sex must be included in any Aliases File inquiry that also uses Name. If NAM and DOB exactly match a record on file but SEX does not match, there will be no hit.

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Date of Birth (Master Record)
- B. FIELD CODE: DOB
- C. FIELD LENGTH: 6 positions
- D. CHARACTER TYPE(S) ALLOWED: Numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: The Date of Birth is the most used identifier for inquiry messages. Both LEADS and NCIC require an exact match before returning a hit. A DOB is the only allowable numeric when the inquiry message is used to search the Orders of Protection File.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate date expressed in month, day, year format.

Alias Date of Birth -- An Alias Date of Birth (Field Code is DOB) is also made up of 6 positions, is numeric, and is formatted in the same manner as the DOB in a Master Record.



# Illinois LEADS Reference Manual

ALIASES (11)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Driver's/Operator's License Number
- B. FIELD CODE: DLN or OLN (See Note 1)
- C. FIELD LENGTH: 20 positions
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, when searching LEADS and NCIC Wanted and Missing Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: May be used as a numeric identifier in an Alias inquiry.
- K. ALLOWABLE DATA AND EDITS: The complete driver's license number must be used omitting spaces, hyphens, and symbols. Insure that any alpha characters which are part of the license number are entered, but do not add a state code prefix (such as 'IL' for Illinois) unless this is actually part of the number itself.
- L. NOTES: 1. LEADS uses code "DLN" to name this field whereas most other states and NCIC use "OLN".

# Illinois LEADS Reference Manual

ALIASES (11)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Social Security Number
- B. FIELD CODE: SOC
- C. FIELD LENGTH: 9 positions
- D. CHARACTER TYPE(S) ALLOWED: Numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, when searching LEADS and NCIC Wanted and Missing Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: May be used as a numeric identifier in an Alias inquiry.
- K. ALLOWABLE DATA AND EDITS: Any legitimate, 9-digit Social Security Number entered without dashes. For example, Social Security Number 420-19-0210 would appear in the SOC Field as 420190210.

Edits -- Must be nine numeric characters not less than 001010001. The use of a 6, 8, or 9 as the first character or 00 in the fourth and fifth positions is prohibited.

# Illinois LEADS Reference Manual

ALIASES (11)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Illinois State Identification Number
- B. FIELD CODE: SID
- C. FIELD LENGTH: 7 positions
- D. CHARACTER TYPE(S) ALLOWED: Numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, when searching LEADS Wanted and Missing Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Stored in the LEADS file, but not in NCIC. May be used as an additional numeric identifier.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate SID number. Do not include 'IL' at the front of the number. You may also need to drop the last position (usually a zero) if the SID is too long.



# Illinois LEADS Reference Manual

ALIASES (11)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous Identifying Number
- B. FIELD CODE: MNU
- C. FIELD LENGTH: 4-15 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphanumeric and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, when searching LEADS and NCIC Wanted and Missing Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: May be used as a numeric identifier in an Alias inquiry.
- K. ALLOWABLE DATA AND EDITS: The first three positions must be one of the MNU Prefix Codes including a hyphen (-) as listed in the table on page WPERS-99. The remainder of the field may contain any valid number as identified by the prefix code.

# Illinois LEADS Reference Manual

ALIASES (11)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: FBI Identification Number
- B. FIELD CODE: FBI
- C. FIELD LENGTH: 1 to 9 positions
- D. CHARACTER TYPE(S) ALLOWED: Numeric and alphabetic except the letters I and O
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, when searching LEADS and NCIC Wanted Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: May be used as a numeric identifier in an Alias inquiry.
- K. ALLOWABLE DATA AND EDITS: The FBI Identification Number is assigned by the FBI Identification Division. If it is used as a numeric identifier in an Alias inquiry, it should be used in its entirety, including any alpha characters which are part of the number.

# Illinois LEADS Reference Manual

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   Vehicle Identification Number
- B. FIELD CODE:   VIN
- C. FIELD LENGTH:   Up to 20 positions
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic and numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   Yes, when searching LEADS and NCIC Wanted and Missing Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED?   N/A                      CHANGED?   N/A                      DELETED?   N/A
- H. ON ENTRY, DATA IS:   N/A
- J. PURPOSE AND USAGE:   May be used as a numeric identifier in an Alias inquiry.
- K. ALLOWABLE DATA AND EDITS:   See Vehicles Chapter, Blue Card.



# Illinois LEADS Reference Manual

ALIASES (11)

## F I E L D   D E S C R I P T I O N

- A. FIELD NAME: License Plate Number
- B. FIELD CODE: LIC
- C. FIELD LENGTH: Up to 8 positions
- D. CHARACTER TYPE(S) ALLOWED: Alpha and/or numeric only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, when searching LEADS and NCIC Wanted and Missing Persons Files.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: May be used as a numeric identifier in an Alias inquiry.
- K. ALLOWABLE DATA AND EDITS: See Vehicles Chapter, Blue Card.

F I E L D   D E S C R I P T I O N

- A. FIELD NAME:   LEADS Record Index Number
- B. FIELD CODE:   LDS
- C. FIELD LENGTH:   8 positions
- D. CHARACTER TYPE(S) ALLOWED:   The letters W, M, C and all numeric digits 0-9
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID?   VOID only
- G. WHEN MODIFYING, FIELD CAN BE:  

ADDED?   N/A                      CHANGED?   N/A                      DELETED?   N/A
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required
- J. PURPOSE AND USAGE:   The LDS Number is one of the primary identifiers of a master record to which Alias Names and Dates of Birth are added.
- K. ALLOWABLE DATA AND EDITS:   The LDS number is constructed in three parts. The first character tells what file the record is stored in. Alias Names and Dates of Birth will be added to one of three files, Wanted Persons (W), Missing Persons (M), and Orders of Protection (C). The next two digits represent the year in which the record was entered into the file. The final five digits are sequential numbers representing when that particular record was entered relative to other records in the same file and year.

VIII. MODIFICATION -- There is no Modify message for Aliases.

IX. ADD-ON CAPABILITY -- There is no ADD-ON message for Aliases.

X. VOIDING ALIAS NAMES OR ALIAS DATES OF BIRTH

You may VOID (remove) any Alias Names and Dates of Birth from a master record that has been entered in the LEADS and NCIC files. You may only VOID Names in records entered by your agency.

A. WHEN TO VOID

You cannot Modify any Alias Name or Date of Birth in a master record; therefore, you must VOID any Alias Names or DOB's that are incorrect.

B. HOW TO VOID

You may void either one Alias Name or one Alias Date of Birth. A separate VOID message must be used for each Name or DOB that you wish to VOID. The message that VOIDS the information in a LEADS record automatically VOIDS the same information in the NCIC copy (if any). There is no VOID Format Key.

1. VOID Message Key

The free-form message is LXN.

2. Identifiers

The identifiers necessary to VOID Alias Names and DOB's from a master record are the LEADS Number and Name of the individual in the master record.



## ALIASES (11)

Line 2 shows the CDC of the voiding terminal, the words VOID ALIAS and the name being voided, followed by the LEADS Number of the master record.

## X.B. HOW TO VOID (Continued)

### 4. Sample Message to Void Alias Date of Birth (Free-Form)

(a)            (b)            (c)  
LXN.LDS/W9212345.NAM/THORPE,JOHN LEE.

(d)  
DOB/122542

- (a) Message key to Void Alias Date of Birth (or AKA).
- (b) LEADS Record Index Number of the master record in which the Alias Date of Birth is to be Voided.
- (c) Name of individual in master record.
- (d) Alias Date of Birth to be Voided.

### Void Acknowledgment

1) CHF 040392 1115

2) cdc VOID DOB 122542 FOR LDS/W9212345

Line 1 contains the standard LEADS heading showing the date and time that the Alias Data was voided from the master record (same as 3. Sample Message).

Line 2 shows the CDC of the voiding terminal, the word VOID, followed by the field code for Date of Birth, the date (month, day, year), and the LEADS Number of the master record.

XI. CANCELLING -- There is no Cancel Message for Aliases.

XII. PURGING -- Aliases are purged when the Master Record is purged.









Chapter 12

A D D - O N S

T a b l e o f C o n t e n t s

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VII. FIELD DESCRIPTIONS & CODES . . . . .	11
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IX. ADD-ON CAPABILITY -- Not Applicable	
X. VOIDING -- There is no Void Message for Add-On Records.	
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# Illinois LEADS Reference Manual

501 Armory Building • Springfield, IL 62706

ADD-ONS (12)

## I. INTRODUCTION

- A. DESCRIPTION -- The LEADS Add-On File may contain additional information about any master hot file record already on file. As many as 10 Add-On records may be attached to a master record. Data is coded into 4 fixed data fields in the LEADS record only (it is not forwarded to NCIC) and will remain valid as long as the master record to which it is attached remains active. The message portion of an Add-On record may contain as many as 139 characters (format) and 144 characters (free-form).
- B. PURPOSE -- An Add-On record should be used to enter data that does not fit into the regular fields of a record and where the Miscellaneous Field is not large enough to contain the necessary information. For instance, it should not be used to add make, color, or model to a Vehicle record. This type of data should be added to the master record with a Modify message.

An Add-On record may also be used by one department to attach a special notation to a master record entered by another department. For example, you have an armed robbery or failure to pay in which the vehicle involved was entered as stolen by another department and you now wish to attach an Add-On message to the Stolen Vehicle record. Also, it is not necessary to notify the entering department of your Add-On message because a computer message is automatically generated to the entering department each time an Add-On record is Entered. However, it may be beneficial to your agency to contact the entering department to exchange other pertinent information about the case.

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## II. HOW TO INQUIRE INTO/SEARCH THE ADD-ON FILE

There is really no "Add-On Inquiry". The same message keys and identifiers used to inquire on any CHF record may produce a master record with Add-On messages attached to it.



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## III. RESPONSE INTERPRETATION

If an inquiry hits a master record that has one or more Add-On records attached to it, all the Add-On records (as many as 10) will print out following the print-out of the master record.

### A. POSITIVE RESPONSE

1. Example LEADS Stolen Boat Hit Message with three Add-On records. (Add-On Data does not appear in an NCIC response.)

```
M) M/84-133
O) CHF 062084 1421

1) ZKUK LDS/B8400133 STOLEN
2) DOT/062084 BCO/BLU BMA/WELLCRAFT MARINE BYR/80 BTY/RUN
3) BMO/HC553 BNM/GALILEO BLE/17 PRO/OB
4) HUL/PL HSP/RB BHN/LBC035380874 REG/IL5544SC RES/IL REY/84
5)
6) HPT/LAKETOWN
7a) MIS/RED STRIPING, 2 SAILS, MAINSAIL RED
7b)
8) OCA/84-222
9) ORA/PD CARBONDALE IL
10) ENT/KVB OPR/BL TME/1138 DTE/062084 NIC/B000032685
11) CONFIRM WITH ORA
12)
13) ADD ON LDS/B8400133 ADN/843380
14) BOAT HAS CRACK IN BOTTOM AND LEAKS
15) AUTH - PD CARBONDALE IL
16)
17) ENT/KVB
18)
19) ADD ON LDS/B8400133 ADN/843381
20) BOAT POSSIBLY USED IN DRUG TRAFFIC
21) AUTH - SO FRANKLIN CO
22)
23) ENT/KVE
24)
25) ADD ON LDS/B8400133 ADN/843382
26) PD CARMi BELIEVES BOAT POSSIBLY
27) INVOLVED IN ARMED ROBBERY, WABASH RIVER,
28) 053084
29)
30) ENT/DPV
```

Lines 1-11 represent a typical LEADS Stolen Boat Hit Message.

Line 13 contains the first Add-On Message identifiers, the master record's LEADS Number followed by the Add-On Message Number.

Line 14 contains the first Add-On Message.

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## III.A.1. Example LEADS Stolen Boat Hit Message With Add-On Data (Continued)

Line 17 identifies the terminal that entered the first Add-On Message (KVB).

Lines 19-23 represent a second Add-On Message. (Note that a different terminal entered this message.)

Lines 25-30 represent a third Add-On Message entered by another terminal agency.

## 2. Example LEADS Wanted Person Hit Message with one Add-On record.

M) M/84-155  
O) CHF 070184 1112  
  
1) ZKUK LDS/W8448029 WANTED ARMED-DANGEROUS  
2) OFF/1201 ROBBERY-BUSINESS-GUN DOW/061084  
3) NAM/WILLIAMS,ALEXANDER H SEX/M RAC/W  
4) DOB/012345 AGE/39 HGT/601 WGT/190 HAI/BRO EYE/BRO SKN/RUD  
5) SOC/123456789  
6) DLS/IL DLN/W45200845023 DLY/84  
7a) MIS/PISTOL,SMALL CAL CHROME,WALKS WITH LIMP,EXTR 850 MILES,  
7b) FREQUENTS BARS AND CLUBS  
7c)  
8) VCO/BLK VYR/79 VMA/CHEV VMO/CAP VST/2T  
9)  
10) LIM/12 LIY/84 LIS/IL LIT/PC LIC/112211  
11) OCA/84-777  
12) ORA/PD CARBONDALE IL  
13) ENT/KVB OPR/BL TME/1105 DTE/061284 NIC/W339411129  
14) CONFIRM WITH ORA  
15)  
16) ADD ON LDS/W8448029 ADN/843423  
17) LIKES TO GAMBLE AT RACETRACKS ALSO KNOWN TO FREQUENT  
18) BINGO GAMES  
19)  
20) ENT/KVE

Lines M-14 represent a typical LEADS Wanted Person Hit Message.

Line 16 begins the Add-On portion showing the master record's LEADS Number followed by the Add-On Message Number.

Lines 17 and 18 contain the Add-On Message.

Line 20 shows the CDC of the agency which entered the Add-On Message.

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## III. RESPONSE INTERPRETATION (Continued)

- E. ACTION STEPS REQUIRED ON A HIT -- The "hit" would actually be on the master record, not the Add-On record. For information regarding action steps to be taken, see Operating Techniques, Chapter 4.

## IV. LOCATING -- There is no Locate Message for Add-On records.





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## V. ENTERING ADD-ON DATA TO MASTER RECORDS

### A. REQUIREMENTS

1. Entry of Add-On Information may be made by any LEADS terminal agency that wishes to attach Add-On information to a master record.
2. A total of 10 Add-On messages may be added to each master record. Only one message may be entered per transaction (free-form and format).
3. To enter Add-On Information, a master record must first be identified by its LEADS Number and one other significant identifier. For most records, another second identifier would be a numeric (i.e., Vehicle Records - LIC, VIN or OAN, Gun Records - SER). Wanted, Missing Person, or Orders of Protection records require the subject's name.
4. If an attempt is made to enter Add-On Information to a master record that has previously been Cancelled or Voided, the message will be rejected and the terminal will be notified that the master record has already been Cancelled or Voided.

### B. IDENTIFIERS

The following identifiers are necessary to enter Add-On Information to a master record:

<u>FIELD CODE</u>	<u>FIELD NAME</u>
1. MKE	Message Key
2. LDS	LEADS Record Index Number (of Master Record)
3.	One other Second Identifier (Depends on Master Record)

You do not actually use the field code ADI (Add-On Information) to enter the data.

#### Examples of Other Second Identifiers

SER	Serial Number (Serialized and Consecutively Serialized Article, Security and Consecutively Serialized Security, Gun Records)
VIN	Vehicle Identification Number (Vehicle and Vehicle Part Records)
LIC	License Number (License or Vehicle Records)
OAN	Owner-Applied Number (Article, Vehicle, and Vehicle Part Records)
BHN	Boat Hull Number (Boat Records)
NAM	Name (Wanted, Missing Person, and Orders of Protection Records)
REG	Boat Registration Number (Boat Records)
UAC	Unserialized Article Code (Unserialized Article Records)

## V. ENTERING ADD-ON INFORMATION TO MASTER RECORDS (Continued)

- C. FREE-FORM ENTRY -- Key each data field in the proper sequence. Use a period only to end a field. Do not use a field code in front of Add-On Information.

### 1. Free-Form Field Sequence

MKE.LDS. SECOND IDENTIFIER.  
ADI.

### 2. Sample Free-Form Enter Message

Line 1 LED.LDS/G8412345.SER/333756.  
Line 2 GUN HAS PEARL HANDGRIPS AND INSC/RAL 052565.

3. Enter Acknowledgment Message -- If the message meets the edit requirements of the computer programming, it will be entered into the permanent files and you will receive an Enter Acknowledgment Message like the following.

#### Sample Enter Acknowledgment

- 1) CHF 041684 1533
- 2) cdc ED LDS/G8412345 ADN/844581

Line 1 contains the standard LEADS heading showing the date and time that Add-On Information was attached to the master record.

Line 2 shows the CDC of the terminal which entered the Add-On record, "ED" (Enter Add-On), the LEADS Number of the master record, and the Add Number. The Add-Number must be retained by the entering terminal in case an agency wishes to Cancel the Add-On record at a later date.



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## VI. SAMPLE ENTER MESSAGES

### A. ENTER PROBLEM 1 - ADD-ON RECORD

You wish to attach an Add-On record to a Consecutively Serialized Article Record. The articles are 100 License Plate Renewal Stickers. There are actually two Consecutively Serialized Article records. The first record is LEADS Record Number A8412345 with stickers B1236675 through B1236724. The other record is LDS/A8412346 with stickers B1236725 through B1236774. You will need to enter two Add-On records. Your agency is PD Bloomington.

#### First Add-On Record

Sample Formatted Enter (Call format with LFR.FEADD.)

LED.LDS/ A8412345 2ND ID SER / B1236675  
ADD ON: LICENSE PLATE RENEWAL STICKERS PART OF GROUP OF 100  
OTHER 50 ENTERED ARTICLE FILE LDS/A8412346 SER/B1236725-  
B1236774

#### Enter Acknowledgment

- 1) CHF 071184 1520
- 2) KJB ED LDS/A8412345 ADN/842232

#### Second Add-On Record

Sample Formatted Enter (Call format with LFR.FEADD.)

LED.LDS/ A8412346 2ND ID SER / B1236725  
ADD ON: LICENSE PLATE RENEWAL STICKERS PART OF GROUP OF 100  
OTHER 50 ENTERED ARTICLE FILE LDS/A8412345 SER/B1236675-  
B1236724

#### Enter Acknowledgment

- 1) CHF 071184 1522
- 2) KJB ED LDS/A8412346 ADN/842233

(Explanation of 'Enter Acknowledgment' is given on the previous page.)

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## VI. SAMPLE ENTER MESSAGES

### E. ENTER PROBLEM 2 - ADD-ON RECORD

You wish to attach an Add-On record to a Wanted Person Record entered by your agency (PD Decatur) to indicate that the subject is "Known to wear a full beard, mustache and sideburns". The subject's name is "Robert D. Smith". The LEADS number of the master record is "W8412345".

#### First Add-On Record

##### Sample Formatted Enter (Call format with LFR.FEADD.)

LED.LDS/ W8412345 2ND ID NAM / SMITH, ROBERT D  
ADD ON: IS KNOWN TO WEAR FULL BEARD, MUSTACHE, AND SIDEBURNS

#### Enter Acknowledgement

- 1) CHF 091084 1130
- 2) KND ED LDS/W8412345 ADN/841711

Another agency (PD Elk Grove Village) also wishes to attach an Add-On record to your agency's master record.

#### Second Add-On Record

##### Sample Formatted Enter (Call format with LFR.FEADD.)

LED.LDS/ W8412345 2ND ID NAM / SMITH, ROBERT D  
ADD ON: ALSO WANTED FOR MINOR TRAFFIC CHARGES BY VILLAGE OF  
ELK GROVE, CONTACT DET WEBB

#### Enter Acknowledgement

- 1) CHF 092084 1650
- 2) KDE ED LDS/W8412345 ADN/841712

(Explanation of 'Enter Acknowledgment' is given on ADD-8.)

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## VII. FIELD DESCRIPTIONS & CODES

### A. FIELD DETAILS

The data fields described in this section of the Add-On Chapter are the identifiers that would be used to ENTER and CANCEL Add-On Information.

### B. SUMMARY/INDEX

The opposite side of this card is a summary and index of data fields used in Add-On Enter and Cancel messages.

### C. CODES

If codes are used in a certain field, they will be listed in the corresponding Field Description with the exception of Unserialized Article Classification Codes which are found in the Article Chapter of the LEADS Reference Manual.



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## ADD-ON FILE DATA FIELD SUMMARY/INDEX

ADD-ON FILE DATA FIELD SUMMARY/INDEX

FIELD NAME	FIELD CODE	ADD-ON PAGE #	NO. OF POSITIONS	CHARACTER TYPES (*)	REQD. FOR		FILE(S)
					ENTER?	CANCEL?	
Message Key	MKE	13	3	C	Yes	Yes	ALL
LEADS Record Index Number	LDS	14	8	C,N	Yes	Yes	ALL
Add-On Information	ADI	15	139/144	L,N,P	Yes	No	ALL
Serial Number	SER	16	to 20	L,N	Yes	Yes	Serialized Article (1) Security, Gun
Vehicle Identification Number	VIN	17	to 20	L,N	Yes	Yes	Vehicle (2)
License Plate Number	LIC	18	to 8	L,N	Yes	Yes	License Vehicle (2)
Owner-Applied Number	OAN	19	to 20	L,N	Yes	Yes	Serialized Article (1) Vehicle (2)
Boat Hull Number	BHN	20	to 12	L,N	Yes	Yes	Boat (3)
Name	NAM	21	to 30	L,P	Yes	Yes	Persons Orders of Protection
Registration/Document Number Unserialized	REG	22	to 9	L,N	Yes	Yes	Boat (3)
Article Classification Code	UAC	23	4	C	Yes	Yes	Unserialized Article
Add Number	ADN	24	6	N	N/A	Yes	ALL

\* L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.  
P = Certain punctuation marks and special characters.

- (1) Serialized Article Record requires SER or OAN as Second Identifier when Entering or Cancelling Add-On Record.
- (2) Vehicle Record requires VIN, OAN, or LIC as Second Identifier when Entering or Cancelling Add-On Record.
- (3) Boat Record requires BHN or REG as Second Identifier when Entering or Cancelling Add-On Record.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Message Key
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3 positions free-form; none with the LFR.FEADD. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? N/A                      CHANGED? N/A                      DELETED? N/A
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE AND USAGE: Tells the computer whether you are Entering or Cancelling an Add-On Record.
- K. ALLOWABLE DATA AND EDITS: Must be one of the following message keys:

<u>MESSAGE TYPES</u>	<u>TO CALL CRT SCREEN FORMATS</u>	<u>FREE FORM MESSAGE KEYS</u>
INQUIRY	N/A	N/A
ENTER		
LEADS Only	LFR.FEADD.	LED.
Training	(None)	(None)
CANCEL	(None)	LCD.
VOID	N/A	N/A
MODIFY	N/A	N/A
LOCATE	N/A	N/A

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: LEADS Record Index Number
- P. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letters A (Articles), B (Boats), C (Orders of Protection), G (Guns), L (Licenses), M (Missing Persons), V (Vehicles and Vehicle Parts), W (Wanted Persons), and all numeric digits 0-9.
- F. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? CANCEL only.
- G. WHEN MODIFYING, FIELD CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE AND USAGE: The LDS Number is the primary identifier that is used when Entering and Cancelling an Add-On Record in any of the files to which an Add-On Record may be attached.
- K. ALLOWABLE DATA AND EDITS: The LDS Number is constructed in three parts. The first character tells in what file the record is stored. The next two digits represent the year in which the record was entered into the file. The final five digits are sequential numbers representing when that particular record was entered relative to other records in the same file and year.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Add-On Information
- B. FIELD CODE: ADI
- C. FIELD LENGTH: 144 positions free-form; 139 positions with the LFR.FEADD.  
format.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters  
-- &, \$, /, comma, and hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:  
  
ADDED? N/A                      CHANGED? N/A                      DELETED? N/A
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE AND USAGE: To provide additional information about any master hot  
file record already on file.
- K. ALLOWABLE DATA AND EDITS: Any data (considered of importance to the master  
record) that does not fit into the regular fields of the record, including the  
Miscellaneous Field.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

A. FIELD NAME:   Serial Number

P. FIELD CODE:   SER

C. FIELD LENGTH:   Up to 20 positions.

D. CHARACTER TYPE(S) ALLOWED:   Alpha and numeric.

F. USED AS ON-LINE INQUIRY IDENTIFIER?   N/A

F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   CANCEL only.

G. WHEN MODIFYING, DATA CAN BE:

ADDED?   N/A

CHANGED?   N/A

DELETED?   N/A

H. ON ENTRY, DATA IS:   Required when attaching an Add-On Record to a master record whose second identifier is a Serial Number.

J. PURPOSE AND USAGE:   Used as the second identifier when Entering and Cancelling an Add-On Record that is to be or has been attached to a Serialized or Consecutively Serialized Article, Security, or Gun Record.

K. ALLOWABLE DATA AND EDITS:

1. The Serial Number must match the SER in the master record.
2. When Entering or Cancelling Add-On Information to a Consecutively Serialized master record, Enter only the first number of the series.

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## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Vehicle Identification Number
- B. FIELD CODE: VIN
- C. FIELD LENGTH: Up to 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required when attaching an Add-On Record to a master record whose second identifier is a Vehicle Identification Number.
- J. PURPOSE AND USAGE: Used as the second identifier when Entering or Cancelling an Add-On Record that is to be or has been attached to a Vehicle or Vehicle Part record.
- K. ALLOWABLE DATA AND EDITS:

The Vehicle Identification Number must match the VIN in the master record.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: License Plate Number or Registration Number
- B. FIELD CODE: LIC
- C. FIELD LENGTH: Up to 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | <u>CHANGED?</u> | <u>DELETED?</u> |
|---------------|-----------------|-----------------|
| N/A           | N/A             | N/A             |
- H. ON ENTRY, DATA IS: Required when attaching an Add-On Record to a master record whose second identifier is a License Plate Number or Registration Number. (Does not include Boat records.)
- J. PURPOSE AND USAGE: Used as the second identifier when Entering or Cancelling an Add-On Record that is to be or has been attached to a License Plate or Vehicle Record.
- K. ALLOWABLE DATA AND EDITS: The License Plate Number must match the LIC in the master record.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Owner-Applied Number
- B. FIELD CODE: OAN
- C. FIELD LENGTH: Up to 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and/or numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required when attaching an Add-On Record to a master record whose second identifier is an Owner-Applied Number.
- J. PURPOSE AND USAGE: May be used as the second identifier when Entering or Cancelling an Add-On Record that is to be or has been attached to a Serialized or Consecutively Serialized Article Record or a Vehicle or Vehicle Part Record.
- K. ALLOWABLE DATA AND EDITS: The Owner-Applied Number must match the OAN in the master record.

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## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Boat Hull Number or Hull Identification Number (HIN)
- P. FIELD CODE: BHN
- C. FIELD LENGTH: Up to 12 positions for LEADS.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required when attaching an Add-On Record to a master record whose second identifier is a Boat Hull Number.
- J. PURPOSE AND USAGE: May be used as the second identifier when Entering or Cancelling an Add-On Record that is to be or has been attached to a Boat Record.
- K. ALLOWABLE DATA AND EDITS: The Boat Hull Number must match the BHN in the master record.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Name
- B. FIELD CODE:   NAM
- C. FIELD LENGTH:   3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Letters, one comma (required), hyphens and spaces.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   Required when attaching an Add-On Record to a master record whose second identifier is a Name.
- J. PURPOSE AND USAGE:   Used as the second identifier when Entering or Cancelling an Add-On Record that is to be or has been attached to a Missing or Wanted Person Record or an Orders of Protection Record.
- K. ALLOWABLE DATA AND EDITS:   The Name must match the NAM in the master record.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Registration/Document Number
- B. FIELD CODE: REG
- C. FIELD LENGTH: Up to 9 positions in LEADS.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | <u>CHANGED?</u> | <u>DELETED?</u> |
|---------------|-----------------|-----------------|
| N/A           | N/A             | N/A             |
- H. ON ENTRY, DATA IS: Required when attaching an Add-On Record to a master record whose second identifier is a Registration Number. (Does not include License Plate Records.)
- J. PURPOSE AND USAGE: Used as the second identifier when Entering or Cancelling an Add-On Record that is to be or has been attached to a Boat Record.
- K. ALLOWABLE DATA AND EDITS: The Registration Number must match the REG in the master record.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Unserialized Article Classification Code
- B. FIELD CODE:   UAC
- C. FIELD LENGTH:   4 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alpha codes from the Unserialized Article Classification Code Table.
- E. USED AS ON-LINE INQUIRY IDENTIFIER?   N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   Required when attaching an Add-On Record to a master record whose second identifier is an Unserialized Article Classification Code.
- J. PURPOSE AND USAGE:   Used as the second identifier when Entering or Cancelling an Add-On record that is to be or has been attached to an Unserialized Article record.
- K. ALLOWABLE DATA AND EDITS:   The Unserialized Article Classification Code must match the UAC in the master record.



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ADD-ONS (12)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Add Number
- B. FIELD CODE: ADN
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? CANCEL only.
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to uniquely identify each Add-On record that is attached to a master record.
- K. ALLOWABLE DATA AND EDITS: The ADN is a six-digit number; the first two digits represent the year that the Add-On record was entered and the last four digits are a sequential number representing when that particular record was entered relative to other Add-On records entered in the same year.

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ADD-ONS (12)

VIII. MODIFICATION -- There is no Modify message for Add-On Records.

IX. ADD-ON CAPABILITY -- Not Applicable.

X. VOIDING -- There is no Void message for Add-On Records.

## XI. CANCELLING

You may CANCEL any Add-On record that has been entered by your agency. You cannot CANCEL an Add-On record that has been entered by another agency. When a master record is Cancelled or Voided, all Add-On records attached to it are automatically removed. If an attempt is made to Cancel an Add-On Record for a master record that has been previously Cancelled or Voided, the message will be rejected and the entering terminal will be notified.

NOTE: The department which entered the master record is NOT notified when other agencies Cancel their Add-On records which they have attached to that department's master record.

### A. WHEN TO CANCEL

You cannot Modify any Add-On Information in a master record. You must CANCEL an Add-On record that is incorrect and re-enter the correct information in a new Add-On record.

### B. HOW TO CANCEL

You may CANCEL only one Add-On message per transaction. The CANCEL Format (LFR.FCANC.) cannot be used to Cancel an Add-On record. You must use the free-form message key.

#### 1. CANCEL Message Key

The free-form message key is LCD.

#### 2. Identifiers

The identifiers necessary to CANCEL Add-On data from a master record are the LEADS Number, the Second Identifier from the master record, and the Add Number of the Add-On message that is being Cancelled.

#### 3. Sample Cancel Message (Free-Form)

(a)        (b)                    (c)        (d)  
LCD.LDS/G8412345.SER/333756.840123.

- (a) Message Key to Cancel Add-On Data.
- (b) LEADS Record Index Number of the Gun record in which the Add-On Information is to be Cancelled.
- (c) Serial Number (Second Identifier) of gun in Master Record.
- (d) Add Number of the Add-On record that is being Cancelled.



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ADD-ONS (12)

## XI.B.3. Sample Cancel Message (Free-Form) (Continued)

Cancel Acknowledgment -- If the Add-On portion of a record is successfully Cancelled, you will receive the following acknowledgment message:

- 1) CHF 041684 1633
- 2) cdc CANCEL ADD ON 840123 FOR LDS/G8412345

Line 1 contains the standard LEADS heading showing the date and time that the Add-On record was Cancelled from the master record.

Line 2 shows the CDC of the terminal which Cancelled the message, the words CANCEL ADD ON, the Add Number of the Add-On record, followed by the LEADS Number of the master record.

XII. PURGING -- Add-On Information is purged when the master record is purged.

1. The first part of the document is a list of the names of the members of the committee.

2. The second part of the document is a list of the names of the members of the committee who have been elected to the position of chairperson.

3. The third part of the document is a list of the names of the members of the committee who have been elected to the position of vice-chairperson.

4. The fourth part of the document is a list of the names of the members of the committee who have been elected to the position of secretary.

5. The fifth part of the document is a list of the names of the members of the committee who have been elected to the position of treasurer.

6. The sixth part of the document is a list of the names of the members of the committee who have been elected to the position of member-at-large.

7. The seventh part of the document is a list of the names of the members of the committee who have been elected to the position of member-at-large.

8. The eighth part of the document is a list of the names of the members of the committee who have been elected to the position of member-at-large.

9. The ninth part of the document is a list of the names of the members of the committee who have been elected to the position of member-at-large.

10. The tenth part of the document is a list of the names of the members of the committee who have been elected to the position of member-at-large.







Chapter 13

C R I M I N A L   H I S T O R Y   R E C O R D   I N F O R M A T I O N

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CRIMINAL HISTORY RECORD INFORMATION (13)

## I. INTRODUCTION

This chapter contains details for inquiry and dissemination of Criminal History Record Information which is stored in the Illinois State Police's computer, the FBI Automated Identification System (AIS), and other states' computer systems.

### A. DEFINITION

Criminal History Record Information (CHRI) is defined as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any disposition arising therefrom, sentencing, correctional supervision, and release. To qualify for inclusion in the definition, the individual records must contain both (1) information sufficient to identify the subject of the record, and (2) notations regarding any formal criminal justice transaction involving the identified individual.

### B. PURPOSE OF THE COMPUTERIZED CRIMINAL HISTORY FILE

The purpose of the file is to make criminal history information readily available to the criminal justice community.

### C. WHAT'S IN THE CHRI FILE?

This file consists of information pertaining to the arrests, convictions, and incarcerations of offenders for violations of Illinois criminal laws, the laws of other states, and Federal laws.

Data stored in this file will include personal identification data, as well as public record data concerning each of the individual's major steps through the criminal justice process. A record concerning an individual will be initiated upon the first offense of that individual for an offense meeting the criteria established for the state and/or national files. Each arrest will initiate a cycle in the record. The cycle will be complete upon the offender's discharge from the criminal justice process in disposition of that arrest. Each cycle will be based on fingerprint identification with at least one criminal fingerprint card stored at the state and/or national level to support the criminal history record in the state and/or national file.

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## I. INTRODUCTION (Continued)

### D. WHAT IS NOT IN THE CHRI FILE?

Data in the CHRI File is restricted to serious and/or significant violations. The file will not include information relating to juvenile offenders as defined by state law (in Illinois, a juvenile is a person under 17 years of age) unless the juvenile is tried as an adult. Also, the CHRI file will not include less serious charges such as drunkenness or vagrancy, certain public order offenses such as disturbing the peace and curfew violations, traffic offenses other than the anti-theft laws and fleeing and eluding, and non-specific charges of suspicion or investigation.

In addition, an actual Criminal History Record will not include the following types of information:

1. Intelligence or investigative information, such as suspected criminal activity, associates, hangouts, financial information, or ownership of property or vehicles.
2. Posters, announcements, or lists of fugitive/wanted persons.
3. Police blotters, arrest booking dockets, or other original records of entry, if such records may be accessed solely on a chronological basis.
4. Court records of public judicial proceedings.
5. Published court or administrative opinions.
6. Public judicial, administrative, or legislative proceedings.
7. Records of traffic offenses maintained by state department of transportation, motor vehicles, or the equivalent thereof for the purpose of regulating issuance, suspension, revocation, or renewal of driver's, pilot's, or other operator licenses.
8. Announcements of executive clemency.

### E. MAINTENANCE OF THE CRIMINAL HISTORY RECORD INFORMATION FILE

Entry, purging, and expungement of criminal history record information to the CCH file is allowed only by an authorized state or Federal criminal justice control terminal. All other criminal justice agencies with terminal devices are limited to inquiries only. In the State of Illinois, criminal history record information is modified by the Bureau of Identification, Illinois State Police.



## II. SYSTEM SECURITY AND CONFIDENTIALITY

### A. WHO MAY ACCESS CRIMINAL HISTORY RECORD INFORMATION?

1. Criminal Justice Agencies -- Criminal Justice Agencies who have a current, signed Criminal History Record Information Criminal Justice Agreement on file with the Department will receive CHRI. A copy of this agreement begins on page CHRI-9. These agencies may make inquiries to the Computerized Criminal History (CCH) File and receive CHRI in the form of a transcript or CCH Summary from the Bureau of Identification. Criminal Justice Agencies include law enforcement agencies, State's attorneys' offices, Department of Corrections, and probation and parole offices.
2. Non-Criminal Justice Agencies -- Non-Criminal Justice Agencies who have specific statutory authority to receive certain conviction data and who have a current signed Criminal History Record Information Criminal Justice Agreement on file, will receive CHRI. These agencies receive only the specific type of CHRI as authorized by the applicable statute and only upon the submission of fingerprint impressions.
  - a. No Direct Access -- Non-Criminal Justice Agencies are prohibited from direct access to the Computerized Criminal History (CCH) File.
  - b. Fingerprint Cards -- Non-Criminal Justice Agencies must submit fingerprint cards to the Bureau of Identification in order to receive CHRI. The Illinois State Police shall respond to inquiries from authorized Non-Criminal Justice Agencies only after completing a fingerprint search of the department files. (See LEADS REGULATIONS & POLICIES, Chapter 30, IX.B.8b, page REGS-24.)
3. Vendors and Service Agencies -- Although these agencies do not "access" CHRI, they do provide goods and services to the department and therefore are in the vicinity where CHRI is collected or stored and must sign a Service Agency Agreement. The purpose of this agreement is to ensure that vendors and service agencies instruct their employees as to their responsibilities with respect to any CHRI they may encounter in the performance of their official duties.
4. Individuals -- An individual who follows the Right of Access and Review (RAR) procedures may access his or her own record. A set of fingerprints must be submitted to ensure that the individual accesses only his or her record. Law enforcement agencies must assist individuals wanting to submit an RAR to the Bureau of Identification. The law enforcement agency's responsibilities are limited to the following procedures:
  - a. Assisting the RAR applicant to prepare the necessary documents and complete the required set of fingerprints; and
  - b. Acting as the reviewing agency, i.e., providing a place suitable for review of a CHRI transcript and explaining entries on the transcript.
  - c. LEADS hard copies must not be provided to persons requesting access and review.



## II. SYSTEM SECURITY AND CONFIDENTIALITY (Continued)

### B. WHO MAY NOT ACCESS CRIMINAL HISTORY RECORD INFORMATION?

1. Any Criminal Justice Agency who does not have a current, signed Criminal History Record Information Criminal Justice Agreement on file with the Department will not receive CHRI.
2. Any Non-Criminal Justice Agency lacking specific statutory authority to receive certain CHRI will not be allowed access.

### C. DISSEMINATION

#### 1. Confirmation of Record Existence

No agency should acknowledge the existence or non-existence of a Criminal History record to any person, group, or organization that is not authorized access to CHRI. If the authority to receive CHRI is in question, the inquiring individual or agency should be instructed to contact the Bureau of Identification directly.

#### 2. Dissemination Without Disposition

Dissemination of a criminal record without disposition data (and the case is no longer active) is prohibited to Non-Criminal Justice Agencies. Authorized Non-Criminal Justice Agencies are encouraged to deal directly with the Bureau of Identification.

#### 3. Query Before Dissemination

Local agencies who are requested to disseminate Criminal History Record Transcripts supplied by the Department should refer authorized requesters to the Department or obtain a new copy of the transcript. CHRI of even recent origin may lack recently reported dispositions. In order to ensure the authorized user of a complete and accurate record, a new transcript should always be obtained.

## II.C. DISSEMINATION (Continued)

### 4. Federal Agencies Who Request CHRI

The Department recommends that local agencies cooperate completely with Federal law enforcement agencies who are pursuing official investigations regarding alleged criminal conduct.

With respect to Federal agencies who do employment background checks, Illinois State Police recommends that you refer these requests to the B of I or to the FBI. This recommendation is based upon two points:

- a. The difficulty local agencies may encounter is determining which Federal agencies are entitled to receive the information, and whether they should receive conviction and pending offense data or the entire record of the offender. For instance, several Federal agencies claim that Executive Order 10450 grants them access. (However, that order does not extend to juvenile information. The B of I will firmly establish the requester's authority to access CHRI.)
- b. Such requests are ultimately served on the Department and the FBI, anyway. Thus, a number of agencies must search their records and provide information which the state and the FBI have already supplied.

CHRI which is supplied to Federal agencies who conduct background checks may serve to raise more questions than it answers. When these circumstances are encountered, local police departments are frequently contacted and asked to provide copies of investigative reports for examination. Neither the "State Plan" nor the "Federal Regulations" prohibit making police reports available to employees of the Federal Government doing background checks, and while the Department recommends such cooperation, it leaves the ultimate decision in this matter to local agencies.

### 5. Private Agencies Who Request CHRI

The CCH System may not be used for employment or licensing checks for private industry. The CCH System does not contain all criminal records and the response would not be complete (i.e., no record response means only that there is no computerized record). Handling of employment or licensing checks by Directed Messages unduly interferes with criminal justice-related inquiries required on a timely basis.



## II.C. DISSEMINATION (Continued)

### 6. Primary and Secondary Dissemination

- a. Primary Dissemination is the receiving of CHRI from a central repository, such as the NCIC, the B of I, LEADS, or another state's central repository. This is not limited to information that is stored in a computer; it may be CHRI in the form of a transcript. The Primary Dissemination Log is maintained by the State Central Repository and provides an audit trail of all CHRI inquiries and disseminations.

If your agency routinely handles CHRI requests for a non-terminal agency through an inter-agency service agreement, there is no need to keep a written log because this information is part of your monthly computerized CHRI log supplied by ISP.

- b. Secondary Dissemination is the giving of the central repository's CHRI record by one authorized Criminal Justice Agency to another authorized Criminal Justice Agency (or persons representing the agency). The Secondary Dissemination Log must include the following:

- (1) Name of requesting agency having access to Criminal History Record Information (CHRI).
- (2) Name of the requester (i.e., the person getting CHRI on behalf of an authorized agency).
- (3) The authority of the requester.
- (4) The purpose of the request.
- (5) The identity of the individual to whom the information relates.
- (6) Date of dissemination.

This log must be retained for a period of 3 years. There are no limits on the dissemination of local records by local agencies.

### 7. Radio and Telephone Dissemination

The retransmission of CHRI obtained from terminal devices and printers via radio, telegram, telex, telephone, or other facsimile transmission devices is allowed for the following purposes only:

- (a) To effect immediate identification of an individual.
- (b) To provide officer safety.
- (c) To provide public safety.

Otherwise, such transmission of CHRI is prohibited since the lines/channels used are not solely dedicated to law enforcement.



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## II. SYSTEM SECURITY AND CONFIDENTIALITY (Continued)

### D. AUDITS

A periodic audit of an agency's records may be conducted by the Department to determine the agency's compliance with the laws, rules, and regulations regarding the processing of CHRI which is furnished by the Department. This can be of benefit to the agency because an audit will provide a report on the adequacy of its recordkeeping system. The audit may be regarded as a form of consulting service provided by the Department. (An agency's local records are not audited; there are no dissemination restrictions for local records.)



**CRIMINAL HISTORY RECORD INFORMATION  
CRIMINAL JUSTICE AGREEMENT**

The Illinois State Police (hereinafter "ISP") acting as the State of Illinois Central Repository for Criminal History Record Information (hereinafter "CHRI") and \_\_\_\_\_

Agency Title

(hereinafter "User"), hereby agree to the following terms, provisions, and conditions:

1. **Purpose** - ISP in its capacity as the State Central Repository, has the authority to provide User with CHRI when such information is necessary in the due administration of the criminal laws. ISP and User agree to abide by:
  - (a) Laws of the State of Illinois, as contained in Illinois Revised Statutes, Chapter 38, paragraph 206-1, et seq.;
  - (b) Title 28 of the Code of Federal Regulations, Chapter 1, Part 20, effective April 19, 1976, which governs the use and dissemination of CHRI;
  - (c) All rules, policies, and procedures of the LEADS (Law Enforcement Agencies Data System) and NCIC (National Crime Information Center) Systems as approved by the LEADS/NCIC Advisory Policy Boards;
  - (d) Any state or federal statutes which pertain to CHRI, their amendments, rules or regulations issued or to be issued pursuant thereto.
2. **Dissemination** - With respect to the dissemination of CHRI, it is agreed that:
  - (a) User may in a form and manner required by ISP request CHRI from ISP;
  - (b) Upon receipt of a request for CHRI, ISP shall search its files and return any CHRI contained therein which is requested by User;



- (c) Before any subsequent dissemination of CHRI to any person or agency, the User shall inquire to ISP to obtain the most complete and accurate CHRI;
- (d) ISP and User shall not disseminate CHRI to any person or agency that is not authorized by law to receive such information.

### 3. Suspension of Service

- (a) ISP may suspend furnishing CHRI covered by this agreement when any term, condition or provision of this agreement or law governing security and privacy of CHRI is violated. ISP shall resume furnishing CHRI when the violations have been eliminated or corrected.
- (b) The procedure when suspending service is as follows: ISP shall send to User a notice of the date on which ISP shall terminate service. Said date shall be at least 20 days after the date of the notice to User. Prior to suspension, User may request the Director of ISP to set a hearing at which the Director of ISP or his nominee shall review any claim of User as to the reasons for non-compliance with the terms of this agreement, or User's claim that User has complied with the terms of this agreement. At the conclusion of said hearing, the Director may:
  - (1) Suspend service to User;
  - (2) Find compliance by User;
  - (3) Grant User a period of time to comply with the terms of this agreement.

If the Director of ISP grants User additional time to comply with the terms of this agreement, the Director shall set a date for a subsequent hearing to review User's compliance with the terms of the Director's order. At the second hearing herein provided, the

Director of ISP may exercise any option he could have exercised upon the original hearing.

4. **Audits** - User hereby agrees to cooperate with and to make its records available to ISP for the purpose of conducting periodic audits of User's compliance with all laws and rules and regulations regarding the processing of CHRI furnished by ISP User under the terms of this agreement.

User agrees to keep such records as ISP may direct in order to facilitate such audits. At a minimum, User shall record all extra agency disseminations of CHRI received from ISP and covered by the terms of this agreement. This log should include the identities of persons or agencies having access to criminal history records, the name of the accessor or requester, the authority of the requester, the purpose of the request, the identity of the individual to whom the information relates and the date of the dissemination. Such log shall be retained for a period of 3 years.

5. **Security**

(a) User shall be responsible for the physical security of criminal history record information under its control or in its custody and shall protect such information from unauthorized access/disclosure and dissemination.

(b) User and ISP shall make each employee working with or having access to CHRI familiar with the substance and intent of the Rules and Regulations contained in Title 28, Code of Federal Regulations, Chapter 1, Part 20, effective April 19, 1976.

6. **Notice of Changes** - ISP hereby agrees that it will make no changes in rules, procedures and policies adopted by it and incorporated in this

agreement without furnishing notice to User and a 60-day period in which User may submit comment to ISP. Changes in the rules, procedures and policies originating with federal or state executive order, congressional or state legislative enactment or by court decision will be initiated upon notice.

7. **Construction** - This agreement shall be liberally construed to apply to both manual and automated information systems. It shall be construed to apply only to CHRI received from or developed by ISP whether directly or through any intermediary.
8. **Effective Date** - This agreement will become effective on \_\_\_\_\_, 19 \_\_\_\_.

IN WITNESS WHEREOF, the parties hereto caused this agreement to be executed by the proper officers and officials.

Signature of Agency Head: \_\_\_\_\_

Print or Type Name of Agency Head: \_\_\_\_\_

Title: \_\_\_\_\_

NCIC Agency Identifier: IL \_ \_ \_ \_ \_

LEADS Terminal CDC: \_\_\_\_\_

DATE: \_\_\_\_\_, 19 \_\_\_\_.

ILLINOIS STATE POLICE

Approved By: \_\_\_\_\_  
DIRECTOR

Date: \_\_\_\_\_, 19 \_\_\_\_.



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## III. COMPUTERIZED CRIMINAL HISTORY FILE INQUIRIES AND RESPONSES

The following menus will assist in determining which CHRI format is appropriate to use. To call the menus to the screen, inquire LFR.CHRI1. or LFR.CHRI2.

### CHRI MENU 1

THE FOLLOWING FORMATS ARE AVAILABLE FOR CHRI INQUIRIES/RESPONSES THROUGH LEADS AND NCIC:

- A (CQH) - FORMAT USED TO DIRECTLY ACCESS THE COMPUTERIZED FILE FOR CCH SUMMARY DATA. GENERATES ILLINOIS AND NCIC CCH AND CHF INQUIRIES.
  - B (CQR) - FORMAT USED TO OBTAIN A COMPLETE RECORD USING SID OR FBI NUMBER AFTER RECEIVING A CQH RESPONSE FROM NCIC.
  - C (CQA) - FORMAT USED TO DETERMINE WHETHER OR NOT AN AGENCY OR TERMINAL IS AUTHORIZED TO RECEIVE ILLINOIS CCH.
  - D (CQIL) - FORMAT USED TO REQUEST CHRI FROM ANOTHER ILLINOIS AGENCY OR THE BUREAU OF IDENTIFICATION IN JOLIET.
  - E (CRIL) - FORMAT USED TO RESPOND TO CHRI REQUESTS FROM OTHER ILLINOIS AGENCIES.
  - 2 - ADDITIONAL CHRI MENU FOR NLETS INQUIRIES/RESPONSES.
- SELECT ONE OF THE ABOVE LETTERS FOR THE FORMAT REQUIRED AND ENTER THAT LETTER IN THE SPACE PROVIDED: LFR.CHRI\_

### CHRI MENU 2

THE FOLLOWING FORMATS ARE AVAILABLE FOR CHRI INQUIRIES/RESPONSES THROUGH NLETS:

- F (CIQ) - FORMAT USED TO REQUEST CHRI FROM ONE OR MORE STATE REPOSITORIES (NOT LOCAL AGENCIES).
  - G (CFQ) - FORMAT USED TO REQUEST CHRI SUMMARY FROM A SINGLE STATE REPOSITORY USING OUT OF STATE SID NUMBER.
  - H (CAQ) - FORMAT USED TO REQUEST ADDITIONAL CHRI FROM ONE OR MORE STATE REPOSITORIES, ONE OR MORE LOCAL AGENCIES, OR WHEN THERE IS NOT ENOUGH DATA AVAILABLE TO COMPLETE FORMAT 'F' OR FORMAT 'G'.
  - I (CAR) - FORMAT USED TO RESPOND TO CHRI INQUIRIES FROM OUT OF STATE AGENCIES.
  - 1 - ADDITIONAL CHRI MENU FOR LEADS/NCIC INQUIRIES/RESPONSES.
- SELECT ONE OF THE ABOVE LETTERS FOR THE FORMAT REQUIRED AND ENTER THAT LETTER IN THE SPACE PROVIDED: LFR.CHRI\_



## III. COMPUTERIZED CRIMINAL HISTORY FILE INQUIRIES AND RESPONSES (Continued)

### A. CQH INQUIRY

The CQH message key is to be used for directly accessing the computerized file for summary CCH data. The message is edited to determine that the requesting agency is authorized for receiving Computerized CHRI. A CQH inquiry should be your first step in obtaining Criminal History Record Information.

#### 1. Identifiers/Data Fields Used for CQH On-Line Inquiry

- a. M/ Field
- b. NAM (Name)
- c. SEX (Sex)
- d. RAC (Race)
- e. DOB (Date of Birth)
- f. SOC (Social Security Number)
- g. MNU (Miscellaneous Number)
- h. SID (State Identification Number)
- i. FBI (FBI Number)
- j. ORI (Originating Agency Identifier)
- k. OPR (Operator's Initials)
- l. PUR (Purpose Code)
- m. REQ (Requester's Name or Code)

A CQH inquiry must include one of the following combinations of identifiers/data fields in the order shown:

ORI, OPR, PUR, REQ, NAM, SEX, RAC, DOB  
ORI, OPR, PUR, REQ, NAM, SEX, RAC, DOB, SOC  
ORI, OPR, PUR, REQ, NAM, SEX, RAC, DOB, MNU  
ORI, OPR, PUR, REQ, NAM, SEX, RAC, DOB, SID  
ORI, OPR, PUR, REQ, NAM, SEX, RAC, DOB, FBI  
ORI, OPR, PUR, REQ, NAM, SID  
ORI, OPR, PUR, REQ, NAM, SOC  
ORI, OPR, PUR, REQ, NAM, MNU  
ORI, OPR, PUR, REQ, NAM, FBI

#### 2. Sample Inquiry and Responses

You wish to obtain Criminal History Record Information on an individual. Your data about the individual includes the following:

Name - Robert B. Brown  
Sex - Male  
Race - White  
Date of Birth - June 14, 1940

Your ORI is IL08402L5 and the terminal operator's initials are MB. The purpose of the inquiry is a Criminal Justice Purpose. The person requesting the information is Officer Charles Smith. You wish to include the operator's initials and the time and date of the inquiry in the M/ Field.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.A.2. Sample Inquiry and Responses (Continued)

### a. Inquiry

- 1) Free-Form -- When doing a free-form CQH inquiry, you must break the message after a period and put the remainder on a new line.

- a) M/MB 020487 0800.CQH.IL08402L5.OPR/MB.PUR/C.REQ/CHARLES SMITH.  
b) NAM/BROWN,ROBERT B.SEX/M.RAC/W.DOB/061440.

#### Explanation:

Line a) contains the M/Field which holds the operator's initials and the date and time of the inquiry message, followed by the message key "CQH", the ORI of the requesting agency, the terminal operator's initials, the purpose of the inquiry (C - Criminal Justice Purpose), and the requester's name.

Line b) contains the subject's Name, Sex, Race, and Date of Birth.

- 2) Format -- To obtain the format, inquire LFR.FCQH. (or LFR.CHRIA.).

M/ MB 020487 0800 .  
CQH. REQ ORI/ IL08402L5 OPR/ MB PUR/ C  
REQ/ CHARLES SMITH  
NAM/ BROWN,ROBERT B  
SEX/ M RAC/ W DOB/ 061440  
SID/ FBI/  
SOC/ MNU/

THIS INQUIRY IS USED TO ACCESS THE COMPUTERIZED FILE FOR SUMMARY CCH DATA. VALID COMBINATIONS FOR INQUIRIES INCLUDE:

- |                       |           |
|-----------------------|-----------|
| 1.NAM SEX RAC DOB     | 6.NAM SOC |
| 2.NAM SEX RAC DOB SOC | 7.NAM MNU |
| 3.NAM SEX RAC DOB MNU | 8.NAM SID |
| 4.NAM SEX RAC DOB SID | 9.NAM FBI |
| 5.NAM SEX RAC DOB FBI |           |

Explanation: (Same example as above.)

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.A.2. Sample Inquiry and Responses (Continued)

### b. Positive Responses

The following are examples of positive responses to the same CQH inquiry message:

CCH SUMMARY	1)	M/MB 020487 0800	
RECORD FROM	2)	020487 0804	
LEADS CCH	3)	IL08402L5 OPR/MB PUR/C REQ/CHARLES SMITH	
	4)	NAM/BROWN,ROBERT B.SEX/M.RAC/W.DOB/061440.	
	5)	*****CAUTION/MARTIAL ARTS EXPERT*****	
	6)	SID/IL77777770 NAM/BROWN,ROBERT B SEX/M	
	7)	RAC/W DOB/06141940 HGT/600 WGT/200 HAI/BRN EYE/BLU	
	8)	SKN/MED SMT/ART L ARM, ART L EYE, SC L CHK, SC R ARM	
	9)	FPC/PIPOPIPOPI1122334455 FBI/9898989	
	10)	SOC/331580902 CIR/	MNU/
	11)	ALIAS NAME	ALIAS DOB
	12)	BROWN,BOB	06141941
	13)	BROWN,BOBBY	05141940
	14)	SPODE,SAM	
	15)	TOTAL ARRESTS 6	
	16)	CHARGES CONV OFFENSE	CHARGES CONV OFFENSE
	17)	1 0 OBSTRUCT POLICE	0 1 BURGLARY
	18)	6 0 LARCENY	4 0 TRAFFIC OFF
	19)	1 0 INVASION PRIV	
	20)	LAST ARREST 100886 BY COOK SO	CASE #867683
	21)	FOR THEFT	
	22)	MORE SOC'S AVAILABLE VIA CQIL	

### Explanation:

- Line 1 contains M/ Field data used in the inquiry message.
- Line 2 contains the date (020487) and time (0804) of the response.
- Line 3 contains the ORI (IL08402L5) of the agency making the inquiry, the terminal operator's initials (MB), the purpose of the inquiry (C - Criminal Justice Purpose), and the name of the individual (CHARLES SMITH) who is requesting the inquiry.
- Line 4 contains the input data from the inquiry message.
- Line 5 contains the latest reason for caution reported on subject. If there is no reason for caution on the subject, this line will be omitted.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.A.2.b. Positive Responses (Continued)

Line 6 contains the Illinois State Identification Number (IL77777770) of the subject, the name of the subject, and the sex of the subject.

NOTE: The B of I cannot determine the true legal name of an individual to use as the master name for a CCH record. Therefore, all names associated with a record are considered aliases. When a CCH inquiry by name, sex, and DOB yields a positive response, the name that appears as the master name is actually the first name the computer found in the list of aliases for that record according to the soundex process and may not be the true name of the individual.

Line 7 contains the race, date of birth (including century 06141940), height, weight, hair color, and eye color of the subject.

Line 8 contains the skin color and up to four reported scars/marks/tattoos for the subject.

Line 9 contains the fingerprint classification and FBI number for the subject.

Line 10 contains the social security number, the Chicago Police Department's identification record number, and the miscellaneous identification number of the subject. Any or all of these fields may be blank if the subject's criminal record does not contain any of them.

Line 11 contains alias name and alias DOB header if subject's record contains additional names and/or DOB's.

Lines 12-14 contain alias names and DOB's. There is a maximum of 10 alias names and DOB's that will be listed on a positive hit. Note that Date of Birth shows all four digits of the year portion.

Line 15 contains a count of the total number of arrests.

Lines 16-19 contain the breakdown of charges and convictions, listing the number of times the subject was charged and convicted for each offense type. There is a maximum of 10 charges/convictions listed on a positive hit.

Lines 20-21 contain Last Arrest Information including Date of Last Arrest (100886), Arresting Agency (Cook County Sheriff's Office), Arresting Agency Case # (867683), and Last Arrest Charge (Theft).



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.A.2.b. Positive Responses (Continued)

Line 22 contains a statement notifying the requester that there is additional data available via CQIL inquiry. The statement will list the types of additional information that is available.

NOTE: Your initial inquiry:

M/MB 020487 0800.CQH.IL08402L5.OPR/MB.PUR/C.REQ/CHARLES SMITH.  
NAM/BROWN,ROBERT B.SEX/M.RAC/W.DOB/061440.

could produce positive responses from the LEADS and NCIC CHF PERSONS FILES. For examples of these responses, refer to Chapters 9a, Wanted and 9b, Missing Persons.

NCIC	1) M/MB 020487 0800. REQ/	CHARLES SMITH								
PERSONAL	2) EL01LLE33MB 020487									
DESCRIPTOR	3) IL08402L5									
INFORMA-	4) THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR									
TION ON	5) INQUIRY ON NAM/BROWN,ROBERT B SEX/M RAC/W DOB/061440 PUR/C									
INDIVID.										
AND	6) NAME									
LOCATION	7) BROWN ROBERT B	FBI NO.								
OF THE		153362S5								
RECORD										
	8) SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR SKIN BIRTH PLACE									
	9) M W 061440 600 200 BLU BRN MED ILLINOIS									
	10) FINGERPRINT CLASS									
	11) PI PO PI PO PI									
	12) 11 22 33 44 55									
	13) SOCIAL SECURITY									
	14) 331-58-0902									
	15) IDENTIFICATION DATA UPDATED 12/23/87									
	16) THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE									
	17) FOLLOWING:									
	18) FBI - FBI/153362S5									
	19) THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE IDENTIFICATION									
	20) INDEX BY USING THE APPROPRIATE NCIC TRANSACTION									
	21) END									

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.A.2.b. Positive Responses (Continued)

### Explanation:

- Line 1 contains M/ Field data used in the inquiry message followed by the name of the individual (Charles Smith) who is requesting the inquiry.
- Line 2 "E" means Interstate Identification Index Response. "L" indicates this is the last message in the response. "01" is the sequence number of the multiple response message. "LLE" is the CDC of the inquiring agency. The next two positions (33) are the sequence number. The next ten positions are the first ten positions of the M/ Field.
- Line 3 contains the ORI (IL08402L5) of the agency making the inquiry.
- Lines 4 and 5 contain the information that the response from NCIC is based on the identifiers shown.
- Lines 6 and 7 repeat the individual's Name, followed by the individual's FBI Number and the Date of the inquiry.
- Lines 8 and 9 provide more descriptor information about the individual.
- Lines 10, 11 and 12 show the Fingerprint Classification on the individual. See Chapter 9a, Wanted Persons, page WPERS-91, for Fingerprint Classification information.
- Lines 13 and 14 contain the individual's Social Security Number.
- Line 15 indicates the date that data was last updated.
- Lines 16-18 explain where the Criminal History Record is maintained.
- Lines 19-20 explain how to obtain the complete record.
- Line 21 finishes the response.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.A.2. Sample Inquiry and Responses (Continued)

### c. Negative Responses

The following are examples of negative responses to the CQH inquiry message shown on page CHRI-16:

FROM 1) M/MB 020487 0800  
LEADS 2) 020487 0804  
CCH 3) IL08402L5.OPR/MB.PUR/C.REQ/CHARLES SMITH.  
4) NAM/BROWN,ROBERT B.SEX/M.RAC/W.DOB/061440.

5) 3NO RECORD ON CCH FILE

FROM 6) M/MB 020487 0800  
LEADS 7) CHF 020487 0804  
CHF  
PERSONS 8) LLE NO REC LEADS NAM/BROWN,ROBERT B SEX/M RAC/W  
9) DOB/061440

FROM 10) M/MB 020487 0800  
NCIC 11) 1L01 NCIC RESPONSE  
CHF 12) IL08402L5  
13) NO NCIC WANT DOB/061440 NAM/BROWN,ROBERT B SEX/M RAC/W

FROM 14) M/MB 020487 0800  
NCIC 15) 2L01LLE33MB 020487  
CCH 16) IL08402L5  
17) NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX  
18) (III) FOR NAM/BROWN,ROBERT B.SEX/M.RAC/W.DOB/061440.PUR/C.  
19) NOTICE -- THIS DOES NOT PRECLUDE THE POSSIBLE EXISTENCE OF MATCHING  
20) RECORDS IN LOCAL, STATE, OR FBI IDENTIFICATION DIVISION FILES THAT ARE  
21) NOT INDEXED IN THE NCIC III. IF YOU DESIRE A SEARCH OF THE FBI  
22) IDENTIFICATION DIVISION FILES, A FINGERPRINT CARD SHOULD BE SUBMITTED.  
23) END



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.A.2.c. Negative Responses (Continued)

### Explanation:

- Line 1 contains the M/ Field with the operator's initials and the time and date of the inquiry.
- Line 2 shows the date and time the response occurred in the LEADS CCH File.
- Line 3 contains the inquiring agency's ORI, terminal operator's initials, the purpose of the inquiry, and the requester's name.
- Line 4 contains the subject's name, sex, race, and date of birth.
- Line 5 "3NO" means "No Illinois CCH" Record was found using the identifiers in the inquiry.
- Line 6 repeats Line 1.
- Line 7 shows the date and time the response occurred in the LEADS CHF.
- Lines 8-9 "LLE" is the inquiring agency's CDC (a translation of the ORI used in the inquiry). The remainder of the line indicates that there is no record in LEADS CHF with the given identifiers.
- Line 10 repeats Lines 1 and 6.
- Line 11 identifies this message as the first message block (IL01) from the NCIC CHF.
- Line 12 contains the inquiring agency's ORI.
- Line 13 indicates there is no NCIC CHF record on the individual.
- Line 14 repeats Lines 1, 6, and 10.
- Line 15 "2" means this is an NCIC CCH response. "L" means this is the last block pertaining to the inquiry. "01" is a sequential number. "LLE" is the CDC of the inquiring agency. The following two digits (33) represent the "Sequence Number" of this message. The following ten positions will contain the first ten positions of M/ Field that were included in the inquiry.
- Line 16 contains the ORI of the inquiring agency.
- Lines 17-22 contain the message that no record was found in the NCIC Interstate Identification Index based on the identifiers used in the inquiry.
- Line 23 finishes the response.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III. COMPUTERIZED CRIMINAL HISTORY INQUIRIES AND RESPONSES (Continued)

### B. CQR INQUIRY

The CQR message key is used to obtain a complete record from NCIC after receiving a CQH positive response from NCIC.

#### 1. Identifiers/Data Fields Used for CQR On-Line Inquiry

- a. M/ Field
- b. SID (State Identification Number)  
or
- c. FBI (FBI Number)  
and
- d. REQ (Requester's Name or Code)
- e. PUR (Purpose Code)
- f. ORI (Originating Agency Identifier)
- g. DPT (Department or Agency Name)
- h. ATN (Attention - Name of person to receive record)
- i. BLD (Building Name)
- j. ADR (Street Address)
- k. CIS (City and State)
- l. ZIP (Zip Code)

A CQR inquiry must include one of the following combinations of identifiers/data fields (with the exception of BLD) in the same order shown:

ORI, OPR, PUR, REQ, FBI, DPT, ATN, BLD, ADR, CIS, ZIP  
ORI, OPR, PUR, REQ, SID, DPT, ATN, BLD, ADR, CIS, ZIP

#### 2. Sample Inquiry and Responses

Assume that after receiving a positive CQH response from NCIC, you now wish to obtain a complete record.

Your data to make this inquiry includes the following:

FBI Number - 153362S5

Your ORI is IL08402L5 and the terminal operator's initials are MB. The purpose of the inquiry is a Criminal Justice Purpose. The person requesting the information is Officer Charles Smith. You wish to include the operator's initials and the date and time of the inquiry in the M/ Field. The mailing address to which the CHRI is to be sent is as follows:

Springfield PD  
Ofc. Charles Smith  
P. O. BOX 1888  
Springfield, IL 62701

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

### a. Inquiry

1) Free-Form -- When doing a free-form CQR inquiry, you can break the inquiry after a period and put the remainder on a new line.

- a) M/MB 020487 0830.CQR.IL08402L5.OPR/MB.PUR/C.REQ/CHARLES SMITH.FBI/153362S5.
- b) DPT/SPRINGFIELD PD.ATN/OFC CHARLES SMITH.ADR/P O BOX 1888.
- c) CIS/SPRINGFIELD,IL.ZIP/62701.

### Explanation:

Line a) contains the M/ Field which holds the operator's initials and date and time of inquiry message, followed by the message key "CQR", the inquiring agency's ORI Number, the terminal operator's initials, the Purpose of the inquiry (C - Criminal Justice Purpose), the Requester's name, and the individual's FBI Number.

Lines b) and c) contain the mailing address information of the requesting agency.

2) Format -- To obtain the format, inquire LFR.FCQR. (or LFR.CHRIB.).

M/ MB 020487 0830 .  
CQR. REQ ORI/ IL08402L5 OPR/ MB PUR/ C  
REQ/ CHARLES SMITH  
FBI/ 153362S5 SID/ \_\_\_\_\_  
DPT/ SPRINGFIELD PD \_\_\_\_\_  
ATN/ OFC CHARLES SMITH  
BLD/ \_\_\_\_\_  
ADR/ PO BOX 1888  
CIS/ SPRINGFIELD, IL \_\_\_\_\_ ZIP/ 62701

AFTER RECEIVING A CQH RESPONSE FROM NCIC,  
YOU MAY, BY INCLUDING A SID OR FBI NUMBER,  
USE THIS INQUIRY TO OBTAIN A COMPLETE  
RECORD FROM NCIC. MAILING FIELDS ARE  
OPTIONAL. HOWEVER, IF ANY ADDRESS FIELDS  
ARE PRESENT, ALL OF THE ADDRESS FIELDS  
MUST BE PRESENT WITH THE EXCEPTION OF BLD.  
THE ATN FIELD IS MANDATORY.

Explanation: (Same example as above.)



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

### b. Responses

(1) Example of NCIC response when no Criminal History Record is identified.

- 1) M/MB 020487 0830 REQ/CHARLES SMITH
- 2) NL01LLE33MB 020487
- 3) IL08402L5
- 4) NO IDENTIFIABLE RECORD FOUND IN THE NCIC INTERSTATE IDENTIFICATION INDEX
- 5) (III) FOR FBI/153362S5.
- 6) NOTICE--THIS DOES NOT PRECLUDE THE POSSIBLE EXISTENCE OF MATCHING
- 7) RECORDS IN LOCAL, STATE, OR FBI IDENTIFICATION DIVISION FILES THAT ARE
- 8) NOT INDEXED IN THE NCIC III. IF YOU DESIRE A SEARCH OF THE FBI
- 9) IDENTIFICATION DIVISION FILES, A FINGERPRINT CARD SHOULD BE SUBMITTED.
- 10) END

### Explanation:

Line 1 repeats the M/ Field data and the REQ Field data that were included in the inquiry message.

Line 2 "N" means Interstate Identification Index Response. "L" indicates this is the last message to the response. "01" is the sequence number of the multiple response message. "LLE" is the CDC of the inquiring agency. The next two positions (33) are the sequence number. The next ten positions are the first ten positions of the M/ Field.

Line 3 contains the ORI of the agency making the inquiry.

Lines 4 and 5 contain the message that no record was found in the NCIC Interstate Identification Index based on the given FBI Number.

Lines 6-9 contain the explanation that the record may exist in another file and how to access it.

Line 10 finishes the response.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

(2) Example of NCIC response when participating state(s) maintains the only Criminal History Record(s) for the person.

- 1) M/MB 020487 0830 REQ/CHARLES SMITH
- 2) EL01LLE33MB 020487
- 3) IL08402L5
- 4) THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
- 5) RECORD REQUEST FOR FBI/153362S5. THE
- 6) FOLLOWING WILL RESPOND TO YOUR AGENCY:
- 7) MARYLAND - MD-813317
- 8) END

### Explanation:

Line 1 repeats the M/ Field data and the REQ Field data that were included in the inquiry message.

Line 2 "E" means Interstate Identification Index Response. "L" indicates this is the last message to the response. "01" is the sequence number of the multiple response message. "LLE" is the CDC of the inquiring agency. The next two positions (33) are the sequence number. The next ten positions are the first ten positions of the M/ Field.

Line 3 contains the ORI of the agency making the inquiry.

Lines 4-6 contain the message that the NCIC response is based on the FBI Number in your inquiry and that the NCIC will notify the states which hold the record, who in turn will respond to your agency through NLETS. An example of a model state record response is shown on the following page.

Line 7 provides the name of the state (and SID number) which holds the record.

Line 8 finishes the response.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

The following is an example of a model state record response which you would receive via NLETS.

- 1) M/MB 020487 0830
- 2) LLE 08.34.41 02/04/87 MDMSP0000
- 3) IL08402L5
- 4) HDR/EL01LLE33MB 020487
- 5) ATN/DET JAMES JONES
- 6) THIS RECORD IS BASED ONLY ON THE FBI NUMBER IN YOUR REQUEST - 153362S5.
- 7) BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY
- 8) SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.
- 9) -MARYLAND CRIMINAL HISTORY-
- 10) WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE
- 11) DIRECTLY WITH THE AGENCY THAT CONTRIBUTED THE FINGERPRINTS.
- 12) NAME STATE ID NO. FBI NO. INQUIRY DATE
- 13) DOE, JOHN PATRICK MD-813317 153362S5 020187
- 14) SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR SKIN BIRTH PLACE
- 15) M W 12/25/06 601 189 BLU BRO MED MICHIGAN
- 16) ARREST-1 -10/18/71
- 17) AGENCY-BALTIMORE CITY PD MD (MDBPD0000)
- 18) AGENCY CASE/ID-29831 NAME USED-DOE, PATRICK
- 19) CHARGE 1-ROBBERY
- 20) DISPOSITION-NOT PROSECUTED
- 21) ADDITIONAL-RELEASED TO ANNE ARUNDEL CO PD
- 22) ARREST-2 -10/23/72
- 23) AGENCY-ANNE ARUNDEL CO PD MD (MD0020200)
- 24) AGENCY CASE/ID-J4315 NAME USED-DOE, PATRICK
- 25) CHARGE 1-ROBBERY
- 26) COURT-7TH DISTRICT COURT ANNAPOLIS MD (MD002045J)
- 27) 12/09/71 COURT NO.-CR83320 DISPOSITION-CONVICTED
- 28) NOT REPRESENTED BY COUNSEL
- 29) FELONY-ROBBERY
- 30) SENTENCE-10 YEARS PROBATION
- 31) OTHER COURT PROVISIONS-GUILTY PLEA
- 32) SUPERVISION-CUSTODY
- 33) AGENCY-DIV OF PAROLE & PROB N CALVERT ST BALTIMORE MD (MD004155G)
- 34) 12/10/71 STATUS-PROBATION-EXPIRES 12/01/76
- 35) AGENCY-DIV OF PAROLE & PROB N CALVERT ST BALTIMORE MD (MD004155G)
- 36) 11/20/76 STATUS-DISCHARGED
- 37) ARREST-3 -09/03/81
- 38) AGENCY-BALTIMORE CITY MD (MDBPD0000)
- 39) AGENCY CASE/ID-29831 NAME USED-DOE, JOHN
- 40) CHARGE 1-BURGLARY - 2 COUNTS



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

- 41) COURT-8TH DISTRICT COURT TOWSON MD (MDOO3025J)
- 42) 01/18/82 COURT NO.-CR98554 DISPOSITION-CONVICTED
- 43) REPRESENTED BY COUNSEL
- 44) FELONY-BURGLARY
- 45) SENTENCE-1-3 YEARS CONFINEMENT
- 46) OTHER COURT PROVISIONS-FOUND GUILTY
- 47) CASE APPEALED-02/01/82 ON BAIL PENDING RESULTS OF APPEAL
  
- 48) THIS IS A SINGLE-STATE RECORD. NO ADDITIONAL CRIMINAL HISTORY INFORMATION
- 49) IS INDEXED AT NCIC FOR OTHER STATE OR FEDERAL OFFENSES.
  
- 50) THE USE OF THIS RECORD IS CONTROLLED BY STATE AND FEDERAL REGULATIONS. IT IS PROVIDED FOR
- 51) OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.
- 52) END OF RECORD

### Explanation:

Line 1 repeats the M/ Field data in the inquiry message.

Line 2 "LLE" is the CDC of the inquiring agency, followed by the time and date of the inquiry. "MDMSP0000" is the ORI of the agency responding to the inquiry.

Line 3 contains the ORI of the agency making the inquiry.

Line 4 is the NCIC response message header. The first character "E" indicates that this is a positive response to a CQR record request when one or more states maintain the criminal record. "L01" is the message block sequence number. "LLE" is the CDC of the inquiring agency. The next two positions (33) are the sequence number. The next ten positions are the first ten positions of the M/ Field.

Line 5 repeats the ATN field used in the inquiry.

Lines 6-8 provide the identity of the requesting record (e.g., FBI/153362S5).

Line 9 identifies the record as a Maryland Criminal History.

Lines 10 and 11 explain who to contact if additional information or clarification is needed for any information contained in the response.

Lines 12-15 contain identification data.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

Lines 16-47 contain criminal history information. The sample reflects three arrests and corresponding dispositions. Each arrest event is numbered and listed chronologically by date of arrest. Arrest, Disposition and Supervision-Custody information relating to an arrest event are separated by a space and indented below the main heading for the event. The name of each arresting agency, court, and supervision-custody agency will be followed by its 9-character NCIC ORI in parentheses.

Lines 48 and 49 (self-explanatory).

Lines 50 and 51 identify the purpose for which the record may be used.

Line 52 finishes the response.





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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

- (3) Example of NCIC response when Criminal History Record consists of only records maintained by the FBI for non-participating states or when participating and non-participating states maintain Criminal History Record Information for the person.

- 1) M/MB 020487 0830 REQ/CHARLES SMITH
- 2) EL01LLE33MB 020487
- 3) IL08402L5
- 4) THIS NCIC INTERSTATE IDENTIFICATION RESPONSE IS THE RESULT OF
- 5) YOUR INQUIRY ON FBI/153362S5. THE FBI WILL MAIL THE FBI IDENTIFICATION
- 6) RECORD TO YOUR AGENCY. THE NCIC IS ALSO NOTIFYING THE FOLLOWING OF
- 7) YOUR INQUIRY AND THEY WILL RESPOND TO YOUR AGENCY VIA NLETS.
- 8) NORTH CAROLINA - NC14265789
- 9) FLORIDA - FL87654321
- 10) END

NOTE: After receiving the above response, your agency would then receive a response similar to the one shown on pages CHRI-27 and -28.

### Explanation:

Line 1 repeats the M/ Field data and the REQ Field data that were included in the inquiry message.

Line 2 "E" means Interstate Identification Index Response.

Line 3 contains the ORI of the agency making the inquiry.

Lines 4-7 contain the message that the NCIC response is based on the FBI Number in your inquiry and that the FBI will mail the FBI Identification Record to your agency and that the NCIC will notify the states which hold the record. They in turn will respond to your agency through NLETS.

Lines 8 and 9 provide the names of the two states and their respective ORI numbers which hold the records.

Line 10 finishes the response.

III.B.2. Sample Inquiry and Responses (Continued)

(4) Example of NCIC FBI Identification Criminal History Record.

An FBI Identification record response replaces both the summary record and complete record previously provided by the CCH File. If the requested record is maintained wholly or in part in the FBI, the NCIC response will be the FBI record. The location of any additional data bases maintaining criminal history information will appear in the last data block of the FBI record. An FBI record may contain more than Federal offense data. Data from states not participating in the III will be included when the record is not automated.

NOTE: This response is not based on the same inquiry shown on page CHRI-24.

- 1) M/DD 020487 0815 REQ/J JONES
- 2) 4001LLE22DD020487 0
- 3) IL08402L5
- 4) THIS RECORD IS BASED ONLY ON THE FBI NUMBER IN YOUR REQUEST - 9015174.
- 5) BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANYTIME, A NEW COPY
- 6) SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.
  
- 7) - FBI IDENTIFICATION RECORD -
  
- 8) WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE
- 9) DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE FBI.
  
- 10) NAME FBI NO. INQUIRY DATE
- 11) GREEN, JOHN PAUL 9015174 02/04/87
  
- 12) SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR SKIN BIRTH PLACE
- 13) M W 12/25/06 601 189 BLU BRO MED MICHIGAN
  
- 14) 1-ARRESTED OR RECEIVED - 10/18/71
- 15) AGENCY-BALTIMORE CITY PD MD (MDBPD0000)
- 16) NAME USED-GREEN, PAUL
- 17) CHARGE 1-ROBBERY
- 18) DISPOSITION-NOT PROSECUTED
- 19) ADDITIONAL-RELEASED TO ANNE ARUNDEL CO PD
  
- 20) ARREST-2 - 10/23/71
- 21) AGENCY-ANNE ARUNDEL CO PD MD (MD0020200)
  
- 22) M/DD 020487 0
- 23) 4002LLE22DD 020487 0
- 24) IL08402L5
- 25) - NCIC FEDERAL OFFENDER CRIMINAL HISTORY - FBI NO-9015174
  
- 26) NAME USED-GREEN, PAUL
- 27) CHARGE 1-ROBBERY
- 28) COURT-7TH DISTRICT COURT ANNAPOLIS MD (MD002045J)
- 29) 12/09/71 DISPOSITION-CONVICTED
- 30) NOT REPRESENTED BY COUNSEL
- 31) OFFENSE-ROBBERY
- 32) SENTENCE-10 YEARS PROBATION
- 33) OTHER COURT PROVISIONS-GUILTY PLEA



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

- 34) SUPERVISION-CUSTODY
- 35) AGENCY-DIV OF PAROLE & PROB N CALVERT ST BALTIMORE MD (MD004155G)
- 36) 12/10/72 STATUS-PROBATION-EXPIRES 12/01/76
- 37) AGENCY-DIV OF PAROLE & PROB N CALVERT ST BALTIMORE MD (MD004155G)
- 38) 11/20/76 STATUS-DISCHARGED
  
- 39) 3-ARRESTED OR RECEIVED - 09/03/81
- 40) AGENCY-FBI ALEXANDRIA VA (VAFBIAX00)
  
- 41) M/DD 020487 0815
- 42) 4003LLE22DD 020487 0
- 43) IL08402L5
- 44) - FBI IDENTIFICATION RECORD
  
- 45) NAME USED-GREEN, JOHN
- 46) CHARGE 1-THEFT FROM INTERSTATE SHIPMENT - 2 TVS
  
- 47) COURT-U S DISTRICT COURT ALEXANDRIA VA (VA099017J)
- 48) 01/18/82 DISPOSITION-CONVICTED
- 49) REPRESENTED BY COUNSEL
- 50) OFFENSE-THEFT FROM INTERSTATE SHIPMENT - 2 TVS
- 51) SENTENCE-1-3 YEARS CONFINEMENT
- 52) CASE APPEALED-02/01/82 ON BAIL PENDING RESULTS OF APPEAL
  
- 53) M/DD 020487 0815
- 54) 4L04LLE22DD 020487 0
- 55) IL08402L5
- 56) - FBI IDENTIFICATION RECORD
  
- 57) ADDITIONAL CRIMINAL HISTORY RECORD INFORMATION IS MAINTAINED BY THE
- 58) FOLLOWING STATE(S) WHICH IS BEING NOTIFIED OF YOUR REQUEST:
- 59) FLORIDA -FL12345678
  
- 60) THE USE OF THIS RECORD IS REGULATED BY LAW. IT IS PROVIDED FOR
- 61) OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.
- 62) END OF RECORD



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.B.2. Sample Inquiry and Responses (Continued)

### Explanation:

Line 1 repeats the M/ Field data and the REQ Field data that were included in the inquiry message.

Line 2 is the NCIC response message header. The first character of the header will always be a "4" indicating an NCIC FBI record. The next three characters (001) are the message block sequence numbers. "LLE" is the CDC of the inquiring agency. The next two positions (22) are the sequence number. The next ten positions are the first ten positions of the M/ Field.

Line 3 contains the ORI of the agency making the inquiry.

Lines 4-6 provides the identity of the requesting record (e.g., FBI/9015174).

Line 7 identifies the record as an NCIC FBI Identification Record.

Lines 8 & 9 explain who to contact if additional information or clarification is needed for any information contained in the response.

Lines 10-13 contain identification data. The NCIC FBI record will not contain any supplemental identifiers (e.g., aliases, additional dates of birth, etc.) since they are provided in the III response to a CQH inquiry.

Lines 14-52 contain criminal history information. The sample reflects three arrests and corresponding dispositions. Each arrest event is numbered and listed chronologically by date of arrest. Arrest, Disposition, and Supervision-Custody information relating to an arrest event are separated by a space and indented below the main heading for the event. The name of each arresting agency, court, and supervision-custody agency will be followed by its 9-character NCIC ORI in parentheses.

Lines 22, 23, 24, and 25 Refer to Lines 1, 2, 3, and 4.

Lines 41, 42, 43, and 44 Refer to Lines 1, 2, 3, and 4.

Lines 53, 54, 55, and 56 Refer to Lines 1, 2, 3, and 4.

Lines 57, 58, and 59 advise that additional criminal history data is available; identify the location(s) of the data; and advise that NCIC is notifying the state(s) of the record request.

Lines 60 and 61 identify the purpose for which the record may be used.

Line 62 finishes the response.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III. COMPUTERIZED CRIMINAL HISTORY INQUIRIES AND RESPONSES (Continued)

### C. CQA INQUIRY

The CQA message key will allow an agency to determine whether or not an agency (including the inquiring agency) is authorized for CCH information.

#### 1. Identifiers/Data Fields Used for CQA On-Line Inquiry

- a. M/ Field
- b. OPR (Terminal Operator's Initials)
- c. REQ (Requester's Name or Code)
- d. ORI (Originating Agency Identifier)  
or
- e. CDC (Call Directing Code)

#### 2. Sample Inquiry and Responses

Assume that Officer John Brown of Quincy PD wishes to know whether or not his agency is authorized for CCH information. He wishes to include the operator's initials and the day and time of the inquiry in the M/ Field. Quincy PD's ORI is IL00103L7.

##### a. Inquiry

- (1) Free Form -- A CQA inquiry must include one of the following combinations of identifiers in the order shown:

OPR, REQ, ORI  
OPR, REQ, CDC

The ORI Field contains the ORI Number of the agency being inquired upon. The CDC Field contains the CDC of the agency being inquired upon.

(a) (b) (c) (d) (e)  
M/MB 020487 0800.CQA.OPR/MB.REQ/JOHN BROWN.ORI/IL00103L7.

- (a) M/ Field contains the inquiring agency's operator's initials and the day and time of the inquiry.
- (b) Inquiry Message Key.
- (c) Terminal Operator Initials.
- (d) REQ shows the name of the person who is requesting the information.
- (e) ORI of Quincy PD.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.C.2.a. Inquiry (Continued)

(2) Format -- To obtain the format, inquire LFR.FCQA (or LFR.CHRC.).

M/ MB 020487 0800 .  
CQA.OPR/ MB REQ/ JOHN BROWN  
ORI/ IL00103L7 CDC/     

THIS INQUIRY IS USED TO DETERMINE WHETHER OR NOT AN AGENCY  
OR TERMINAL IS AUTHORIZED TO RECEIVE ILLINOIS CCH.

NOTE -- EITHER ORI OR CDC MAY BE CHECKED FOR CCH  
AUTHORIZATION BUT NOT BOTH TOGETHER.

### b. Positive Response

- (1) M/MB 020487 0800
- (2) 3 ORI/IL00103L7 IS AUTHORIZED TO RECEIVE ILL CCH

#### Explanation:

Line (1) is the M/ field data used in inquiry.

Line (2) contains the message that the ORI inquired upon is authorized to receive ILL CCH.

### c. Negative Response

- (1) M/MB 020487 0800
- (2) 3 ORI/IL00103L7 IS NOT AUTHORIZED TO RECEIVE ILL CCH

#### Explanation:

Line (1) is the M/ field data used in inquiry.

Line (2) contains the message that the ORI inquired upon is not authorized to receive ILL CCH.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III. HOW TO INQUIRE INTO/SEARCH THE CRIMINAL HISTORY FILE (Continued)

### D. CQIL INQUIRY

The CQIL message key may be used to request Criminal History Record Information from another agency within Illinois or the Bureau of Identification in Joliet. Also, a CQIL message key may be used to request a transcript (rap sheet) from the B of I.

#### 1. Identifiers/Data Fields Used for CQIL On-Line Inquiry

- a. M/ Field
- b. ORI (Originating Agency Identifier)
- c. CDC (Call Directing Code of the destination agency)
- d. OPR (Terminal Operator Initials)
- e. PUR (Purpose Code)
- f. REQ (Requester's Name or Code)
- g. MSG NR (Message Number)

In addition to the above fields, which are referred to as the "Message Header", a CQIL inquiry message contains the Preamble, an Address, Text, Signature, and Service.

#### 2. Sample Inquiry - The following examples show a CQIL message to request CHRI from the Clinton Co. SO to Carbondale PD.

##### a. Free-Form

	1) M/MB 020487 1410.
MESSAGE HEADER	2) CQIL.IL0140000.KVB.OPR/MB.PUR/C.REQ/JAMES CLARK.
PREAMBLE	3) MSG NR NKR-1235 020487
ADDRESS	4) PD CARBONDALE IL
TEXT	5) REQUEST CHRI RICHARD C GREEN M/W.
	6) DOB/060640.SOC/335201769.TATTOO RIGHT SHOULDER
	7) OF AN ANCHOR.
SIGNATURE	8) SO CLINTON CO IL
SERVICE	9) 1410 MB

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## III.D.2. Sample Inquiry (Continued)

### Explanation:

- Line 1 shows the M/ Field with the operator's initials and the date and time of the inquiry.
- Line 2 shows the message key (CQIL), the ORI (IL0140000) of the agency making the inquiry, the CDC (KVB) of the agency to which the message is being sent, the initials of the terminal operator (MB), the purpose of the inquiry (C - Criminal Justice Purpose), and the person making the request (JAMES CLARK).
- Line 3 shows the inquiring agency's Message Number (NKR-1235) and the date (020487) the inquiry was made.
- Line 4 shows to whom the message is being sent (Carbondale PD).
- Lines 5, 6, and 7 contain the actual message, a request for CHRI on the subject, and the available identifiers. Your message should include as many identifiers (physical identifiers, numerics, alias names, alias DOB's, addresses) as there are available.
- Line 8 is the name of the agency (Clinton Co SO) which sent the message.
- Line 9 shows the time (1410) that the message was sent and the operator's initials (MB).

b. Format -- To obtain the format, inquire LFR.FCQIL. (or LFR.CHRID.).

M/ MB 020487 1410  
CQIL. REQ ORI/ IL0140000 DEST CDC/ KVB OPR/ MB PUR/ C  
REQ/ JAMES CLARK  
MSG NR/ 1235 .ORA/  
REQUEST CHRI RICHARD C GREEN M/W DOB/060640  
SOC/355201769 TATTOO RIGHT SHOULDER OF AN ANCHOR  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS INQUIRY IS USED TO REQUEST CHRI FROM ANOTHER AGENCY  
WITHIN ILLINOIS OR THE BUREAU OF IDENTIFICATION IN JOLIET

Explanation: (Same as above.)

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.D. CQIL INQUIRY (Continued)

3. Sample Received Message - The following example shows the message that would be received at Carbondale PD.

MESSAGE HEADER	1) M/MB 020487 1410
	2) CQIL.NKR 87.035 14.10.15 IL0140000.KVB.OPR/MB.PUR/C.
	3) REQ/JAMES CLARK.
PREAMBLE	4) MSG NKR-1235 020487
ADDRESS	5) PD CARBONDALE IL
TEXT	6) REQUEST CHRI RICHARD C GREEN M/W
	7) DOB/060640 SOC/335201769 TATTOO RIGHT SHOULDER
	8) OF AN ANCHOR.
SIGNATURE	9) SO CLINTON CO IL
SERVICE	10) 1410 MB

### Explanation:

Line 1 contains M/ Field data.

Lines 2 and 3 show the message key (CQIL) used in the inquiry, the CDC (NKR) of the agency which sent the inquiry, the Julian date (87.063) and the time (14.10.15) that the message was sent, the ORI (IL0140000) of the agency which made the inquiry, the CDC (KVB) of the agency to which the message was sent, the terminal operator's initials (MB), the purpose of the inquiry (C - Criminal Justice Purpose), and the person making the request (JAMES CLARK).

Lines 4 thru 8 Refer to the explanation given above. The message received by Carbondale is identical to the inquiry which was sent by Clinton.



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## III.D. CQIL INQUIRY (Continued)

4. Transcript Request - The following example shows a CQIL message to request a transcript from the Clinton Co. SO to the Bureau of Identification in Joliet.

	1) M/MB 020487 1411
MESSAGE HEADER	2) CQIL.IL0140000.CKT.OPR/MB.PUR/C.REQ/SGT LOU BAKER.
PREAMBLE	3) MSG NKR-1236 020487
ADDRESS	4) B OF I, JOLIET
TEXT	5) REQUEST COMPLETE CHRI SID/IL75747370 NAM/GREEN,RICHARD C.
	6) M/W DOB/060640. MAIL TRANSCRIPT TO SGT LOU BAKER, SO CLINTON CO,
	7) 810 FRANKLIN, CARLYLE, IL 62231.
SIGNATURE	8) SO CLINTON CO IL AUTH: ID# 211
SERVICE	9) 1411 MB

### Explanation:

Line 1 shows the M/ Field data.

Line 2 shows the message key (CQIL), the ORI (IL0140000) of the agency making the request, the CDC (CKT) of the B of I, the terminal operator's initials (MB), the purpose of the inquiry (C - Criminal Justice Purpose), and the person making the request (SGT LOU BAKER).

Line 3 shows the inquiring agency's Message Number (NKR-1236) and the date (020487) the inquiry was made.

Line 4 shows to whom the message is being sent (B of I, Joliet).

Lines 5, 6, and 7 contain the actual message, a request for "COMPLETE CHRI" on the subject, and the available identifiers. If an SID is available, it should always be included when requesting a transcript from the B of I. Also, include the name and address of the person to whom the transcript should be mailed as shown here.

Line 8 is the name of the agency (Clinton Co SO) which sent the message and the authorizing officer's identification number (211).

Line 9 shows the time (1411) that the message was sent and the operator's initials (MB).

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CRIMINAL HISTORY RECORD INFORMATION (13)

## III. HOW TO INQUIRE INTO/SEARCH THE CRIMINAL HISTORY FILE (Continued)

### E. CIQ INQUIRY FORMAT FOR NLETS

The CIQ inquiry message is used to request Criminal History Identification Information from one or more state repositories (not local agencies). Response may be automated. Search identifiers are Name, Sex, Race, DOB, SOC, or MNU. Race is optional.

#### 1. Identifiers/Data Fields Used for CIQ On-Line Inquiry

- a. M/ Field
- b. ORI (Originating Agency Identifier)
- c. DES (State Destination Codes)
- d. PUR (Purpose Code)
- e. REQ (Requester's Name or Code)
- f. NAM (Name)
- g. SEX (Sex)
- h. RAC (Race)
- i. DOB (Date of Birth)
- j. SOC (Social Security)
- k. MNU (Miscellaneous Number Field)

A CIQ inquiry must include one of the following combinations of identifiers/data fields in the order shown:

ORI, DES, PUR, REQ, NAM, SEX, RAC, DOB, SOC  
ORI, DES, PUR, REQ, NAM, SEX, RAC, DOB, MNU  
ORI, DES, PUR, REQ, NAM, SEX, DOB, SOC  
ORI, DES, PUR, REQ, NAM, SEX, DOB, MNU  
ORI, DES, PUR, REQ, NAM, SEX, RAC, DOB  
ORI, DES, PUR, REQ, NAM, SEX, DOB  
ORI, DES, PUR, REQ, NAM, SOC  
ORI, DES, PUR, REQ, NAM, MNU

NOTE: Destination State Code (DES) may contain from one to five codes separated by commas and ending in a period (e.g., IN, MO, CA, CO, GA).

#### 2. Sample Inquiry and Responses

You may wish to obtain Criminal History Record Information on an individual from two out-of-state agencies, for example, Missouri and Indiana. Your data about the individual includes the following:

NAME - Smith, John  
SEX - Male  
RACE - White  
DATE OF BIRTH - November 15, 1960

Requesting ORI is IL08496P1. The purpose of the inquiry is criminal justice. The person requesting the information is Bob Jones. You should include the terminal operator's initials and the date and time of the inquiry in the M/ field.



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## III.E.2. Sample Inquiry and Responses (Continued)

### a. Inquiry

1) Free-Form -- The free-form inquiry would be keyed as follows:

- a) M/BJ 020188 0700.CIQ.IL08496P1.MO,IN.PUR/C.REQ/BOB JONES.
- b) NAM/SMITH,JOHN.SEX/M.RAC/W.DOB/111560.

#### Explanation:

Line a contains the M/ Field which holds the operator's initials, and date and time of inquiry, followed by the message key "CIQ", the requesting agency's ORI, the destination state code(s), the purpose of the inquiry, and the requester's name.

Line b contains subject name followed by sex, race, and date of birth.

NOTE: Each field is followed by a period.

2) Format -- To obtain the format, inquire LFR.FCIQ. (or LFR.CHRIF.).

M/ BJ 020188 0700  
CIQ. REQ ORI/ IL08496P1  
DEST STATE(S)/ MO , IN , \_ , \_ , \_  
PUR/ C REQ/ BOB JONES  
NAM/ SMITH,JOHN  
SEX/ M RAC/ W DOB/ 111560  
SOC/ \_\_\_\_\_ MNU/ \_\_\_\_\_

THIS INQUIRY IS USED TO REQUEST CRIMINAL HISTORY IDENTIFICATION INFO FROM ONE OR MORE STATE REPOSITORIES (NOT LOCAL AGENCIES).

VALID COMBINATIONS FOR INQUIRIES INCLUDE:

- |                                          |            |
|------------------------------------------|------------|
| 1. NAM SEX RAC DOB - RAC IS OPTIONAL     | 4. NAM SOC |
| 2. NAM SEX RAC DOB SOC - RAC IS OPTIONAL | 5. NAM MNU |
| 3. NAM SEX RAC DOB MNU - RAC IS OPTIONAL |            |

Explanation: (Same example as above.)



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.E.2. Sample Inquiry and Responses (Continued)

### b. Positive Response

The following is an example of a positive response. Although the format of the response message may vary from state to state, most of the data elements listed in the response below should be contained in most states' response messages.

```
1) M/BJ 020188 0700
2) 020188 0801
3) IL08496P1 REQ/BOB JONES PUR/C
4)                INDIANA CRIMINAL HISTORY
5)                IDENTIFICATION INFORMATION ONLY
6) NAM/SMITH, JOHN A SEX/M RAC/W DOB/111560
7) HGT/507 WGT/135 EYE/GRN HAI/BLK SKN/MED SMT/TAT L HAND
8) FPC/11223344555544332211 SKN/MED SMT/TAT L HAND
9) SID/IN999999990 SOC/999119999 FBI/12345678A
10) END
11) HIT BASED UPON NAME ONLY
```

### Explanation:

Line 1 contains M/ field with the operator's initials and date and time of inquiry.

Line 2 contains date and time response was sent from the state.

Line 3 contains requester's ORI, name, and purpose of the inquiry.

Line 4 shows the state from which the response originated.

Line 5 indicates that the response is I.D. information only.

Lines 6-8 contain personal identifiers of the subject.

Line 9 contains numeric identifiers of the subject.

Line 10 marks the end of the response message.

Line 11 tells what search criteria was used to obtain the response.

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CRIMINAL HISTORY RECORD INFORMATION (13)

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## III.E.2. Sample Inquiry and Responses (Continued)

### c. Negative Response

The following is an example of a negative response from an out-of-state agency. Actual wording will be left to the discretion of each state.

- 1) M/BJ 020188 0700
- 2) 020188 0801
- 3) NO RECORD WAS FOUND ON INDIANA CRIMINAL HISTORY FILES
- 4) BASED ON THE IDENTIFIERS PROVIDED.

#### Explanation:

Line 1 contains the M/ field with the operator's initials and date and time of the inquiry.

Line 2 shows the date and time the response was sent.

Lines 3-4 contain the explanation that no criminal history record was located in Indiana's state repository based upon the search criteria submitted. In the case of our sample inquiry, name, sex, race, and DOB were the criteria used to search Indiana's files.

## III. HOW TO INQUIRE INTO/SEARCH THE CRIMINAL HISTORY FILE (Continued)

### F. CFQ INQUIRY FORMAT FOR NLETS

The CFQ inquiry message is used to request Criminal History Summary Information from a single state repository. Response may be automated. Search identifier is State Identification Number (SID).

#### 1. Identifiers/Data Fields Used for CFQ On-Line Inquiry

- a. M/ Field
- b. ORI (Originating Agency Identifier)
- c. DES (State Destination Codes)
- d. PUR (Purpose Code)
- e. REQ (Requester's Name or Code)
- f. SID (State Identification Number)
- g. DPT (Department)
- h. BLD (Building)
- i. ADR (Address)
- j. CIS (City and State)
- k. ZIP (Zip Code)

A CFQ inquiry must include one of the following combinations of identifiers/data fields in the order shown:

ORI, DES, PUR, REQ, SID, DPT, BLD\*, ADR, CIS, ZIP  
ORI, DES, PUR, REQ, SID, DPT, ADR, CIS, ZIP  
ORI, DES, PUR, REQ, SID

\*Optional field.

#### 2. Sample Inquiry and Responses

You have obtained an SID Number from an out-of-state agency or central repository and you want to obtain a summary of that subject's file. You have the following information:

State Identification Number - IN99999990  
State Where Record Is Stored - IN

Your ORI is IL08496P1. The purpose of the inquiry is criminal justice. The person requesting the information is Bob Jones. You should include your operator's initials "BJ" and the date and time of the inquiry in the M/ field. You may also wish to include your address on this inquiry even though it is optional.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.F.2. Sample Inquiry and Responses (Continued)

### a. Inquiry

1) Free-Form -- The free-form inquiry would be keyed as follows:

- a) M/BJ 020188 0700.CFQ.IL08496P1.IN.PUR/C.REQ/BOB JONES.
- b) SID/IN99999990.DPT/ILLINOIS STATE POLICE.BLD/ARMORY BLDG.
- c) ADR/101 E MONROE.CIS/SPFLD,IL.ZIP/62706.

#### Explanation:

Line a contains the M/ Field which holds the operator's initials and date and time of inquiry, followed by the message key "CFQ", the requesting agency's ORI, the destination state code(s), the purpose of the inquiry, and the requester's name.

Lines b-c contain the SID and the address fields.

NOTE: Address fields are optional. However, if one address field is used, the rest must be used with the exception of BLD. A comma is required to separate city from state in the CIS Field.

2) Format -- To obtain the format, inquire LFR.CFQ. (or LFR.CHRIG.).

M/ BJ 020188 0700 .  
CFQ/ REQ ORI/ IL08496P1 DEST STATE/ IN  
PUR/ C REQ/ BOB JONES  
SID/ IN99999990  
DPT/ STATE POLICE  
BLD/ ARMORY  
ADR/ 101 E MONROE  
CIS/ SPFLD,IL  
ZIP/ 62706

THIS INQUIRY IS USED TO REQUEST CHRI SUMMARY INFO FROM A SINGLE STATE REPOSITORY (NOT LOCAL AGENCY). MAILING ADDRESS FIELDS ARE THE ONLY OPTIONAL FIELDS. HOWEVER, IF ANY OF THE MAILING ADDRESS FIELDS ARE PRESENT, ALL OF THE MAILING ADDRESS FIELDS MUST BE PRESENT WITH THE EXCEPTION OF BLD.

Explanation: (Same example as above.)

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## III.F.2. Sample Inquiry and Responses (Continued)

### b. Positive Response

The following is an example of a positive response. Although the format of the response message may vary from state to state, most of the data elements listed in the response below should be contained in most states' response messages.

- 1) M/BJ 020188 0700
- 2) 020188 0801
- 3) IL08496P1 REQ/BOB JONES PUR/C
- 4) INDIANA CRIMINAL HISTORY
- 5) ARREST SUMMARY INFORMATION ONLY
- 6) NAM/SMITH, JOHN A SEX/M RAC/W DOB/111560
- 7) HGT/507 WGT/135 EYE/GRN HAI/BLK SKN/MED SMT/TAT L HAND
- 8) FPC/11223344555544332211 SKN/MED SMT/TAT L HAND 6790
- 9) SID/IN99999990 SOC/999119999 FBI/12345678A
- 10) ARREST-1 050681
- 11) AGENCY-INDIANAPOLIS PD (IN0000000)
- 12) AGENCY CASE/ID-C111456 NAME USED-SMITHY, DON
- 13) CHARGE 1-AGGRAVATED BATTERY
- 14) DISPOSITION-NOT PROSECUTED
- 15) ARREST-2 080882
- 16) AGENCY-COVINGTON PD (IN0000001)
- 17) AGENCY CASE/ID-D51234 NAME USED-JOHNSON, PAUL
- 18) CHARGE 1-ROBBERY
- 19) DISPOSITION-NOT PROSECUTED
- 20) CHARGE 2-ARMED ROBBERY
- 21) COURT-COUNTY CIRCUIT COURT COVINGTON, IN IN000001J
- 22) 080982 DISPOSITION-CONVICTED
- 23) SENTENCE 10 YEARS
- 24) END
- 25) HIT BASED UPON SID ONLY

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CRIMINAL HISTORY RECORD INFORMATION (13)

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## III.F.2.b. Positive Response (Continued)

### Explanation:

- Line 1 contains M/ field with the operator's initials and the date and time of the inquiry.
- Line 2 contains date and time response was sent from the state.
- Line 3 contains requester's ORI, NAM, and purpose of the inquiry.
- Line 4 shows state from which the response originated.
- Line 5 indicates that the response is an arrest summary.
- Lines 6-8 contain personal identifiers of the subject.
- Line 9 contains numeric identifiers of the subject.
- Lines 10-23 list the arrest summary of the subject.
- Line 24 marks the end of the response.
- Line 25 indicates the search was based on SID only.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## III.F.2. Sample Inquiry and Responses (Continued)

### c. Negative Response

The following is an example of a negative response from an out-of-state agency. Actual wording will be left to the discretion of each state.

- 1) M/BJ 020188 0700
- 2) 020188 0801
- 3) NO RECORD WAS FOUND ON INDIANA CRIMINAL HISTORY FILES
- 4) BASED ON THE IDENTIFIERS PROVIDED.

#### Explanation:

Line 1 contains the M/ field with the operator's initials and date and time of the inquiry.

Line 2 shows the date and time the response was sent.

Lines 3-4 contain the explanation that no criminal history record was located in Indiana's state repository based upon the search criteria submitted. In the case of our sample inquiry, SID was the criteria used to search Indiana's files.

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## III. HOW TO INQUIRE INTO/SEARCH THE CRIMINAL HISTORY FILE (Continued)

### G. CAQ INQUIRY FORMAT FOR NLETS

The CAQ inquiry message is used to request additional CHRI information from one or more state repositories or one or more local agencies or when there is not enough searchable information available to use the "CIQ" or "CFQ" inquiry messages. Response to the CAQ inquiry is manual.

#### 1. Identifiers/Data Fields Used for CAQ On-Line Inquiry

- a. M/ Field
- b. ORI (Originating Agency Identifier)
- c. DES (State Destination Code)
- d. PUR (Purpose Code)
- e. REQ (Requester's Name or Code)
- f. Free Form Text
- g. MSG NR (Message Number)

NOTE: Destination State Code (DES) may contain from one to five state codes or agency ORI(s) separated by commas and ending in a period or from one to five agency ORI(s) separated by commas and ending in a period (e.g., IN, IN0999990, MO, M00999990, CA).

#### 2. Sample Inquiry and Responses

You have obtained an Arrest Summary Record from Indiana. You now need additional information on that subject. Your ORI is IL014000. The purpose of the inquiry is criminal justice. The person requesting the information is Bob Jones. You should include your operator's initials and the date and time of the inquiry in the M/ Field.

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## III.G.2. Sample Inquiry and Responses (Continued)

### a. Inquiry

1) Free-Form -- The free-form inquiry would be keyed as follows:

- 1) M/BJ 020288 1000.CAQ.IL0140000.IN.PUR/C.REQ/BOB JONES.
- 2) MSG NR LKR-0951
- 3) INDIANA BUREAU OF IDENTIFICATION
- 4) REQUEST CHRI RICHARD C GREEN M/W.
- 5) DOB/060640.SOC/335201769.TATTOO RIGHT
- 6) SHOULDER ANCHOR.
- 7) SO CLINTON CO IL
- 8) 1000CDT BJ

### Explanation:

Line 1 contains the M/ Field which holds the operator's initials and date and time of the inquiry, followed by the message key "CAQ", the requesting agency's ORI, the destination state code(s), the purpose of the inquiry, and the requester's name.

Line 2 contains the message number.

Line 3 shows the address to which the message is being sent (Indiana Bureau of Identification).

Lines 4, 5, and 6 contain the message and a request for CHRI on the subject along with identifiers. Your message should include as many identifiers (physical identifiers, numerics, alias names, alias DOB's, addresses) as there are available.

Line 7 is the name of the agency (Clinton Co SO) which sent the message.

Line 8 shows the time (1000CDT) that the message was sent and the operator's initials (BJ).



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## III.G.2.a. Inquiry (Continued)

- 2) Format -- To obtain the format, inquire LFR.FCAQ. (or LFR.CHRIH.).

M/ BJ 020288 1000 .  
CAQ. REQ ORI/ IL0140000  
DEST ORI(S) OR STATE(S)/  
IN \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_  
PUR/ C REQ/ BOB JONES  
MSG NR/ 0951 .ORA/  
REQUEST CHRI RICHARD C GREEN M/W  
DOB/060640 SOC/335201769 TATTOO RIGHT  
SHOULDER ANCHOR  
  
CLINTON CO SO  
810 FRANKLIN  
CARLYLE, IL 62231

THIS INQUIRY IS USED TO REQUEST ADDITIONAL CHRI INFO FROM ONE OR MORE STATE REPOSITORIES, ONE OR MORE OUT-OF-STATE AGENCIES, OR FBI (DCFBIWAD2). FOLLOWING THE ORA FIELD, KEY THE RESPONSE FREE FORM. BE SURE TO INCLUDE YOUR MAILING ADDRESS.

Explanation: (Same example as above.)

## b. Sample Response:

The following is an example of a no-hit response from an out-of-state agency. Actual wording will be left to the discretion of each state.

- 1) M/BJ 020288 1000
- 2) LKR 11.15.15 02/02/88 IN0000000
- 3) IL0140000
- 4) PUR/C.ATN/BOB JONES .MSG NR LKR-0951
- 5) CLINTON CO SO
- 6) REFERENCE RICHARD C GREEN M/W DOB/060640.
- 7) NO CHRI OUR DEPARTMENT.
- 8) INDIANA BUREAU OF IDENTIFICATION
- 9) 1115EDT FY

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## III.G.2.b. Sample Response (Continued)

### Explanation:

Line 1 contains the M/ field with the operator's initials and date and time of the inquiry.

Line 2 shows the Destination CDC (LKR), the time and date (11.15.15 02/02/88) that the response was made, and the ORI (IN0000000) of the Indiana Bureau of Identification.

Line 3 shows the ORI (IL0140000) of the agency to whom the message is being sent.

Line 4 refers to the inquiring agency's "Message Number" (LKR-0951).

Line 5 shows the name of the agency (Clinton Co SO) to whom the response is directed.

Lines 6 and 7 contain the message that no record was located in their criminal record files.

Line 8 is the name of the agency (Indiana Bureau of Identification) which responded to your inquiry.

Line 9 shows the time (1115EDT) that the message was sent and the operator's initials (FY).

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CRIMINAL HISTORY RECORD INFORMATION

MESSAGE KEYS		
FORMAT	FREE FORM	EXAMPLE
LFR.FCQH. LFR.CHRIA.	CQH	CQH.IL08402L5.OPR/MB.PUR/C.REQ/C KENT.NAM/DOE,ROBERT B.SEX/M.RAC/U.DOB/061440. CQH.IL08402L5.OPR/MB.PUR/J.REQ/C KENT.NAM/DOE,C FRED.SEX/M.RAC/U.DOB/071541.SOC/444454041. CQH.IL08402L5.OPR/MB.PUR/C.REQ/C KENT.NAM/DOE,JAMES.SEX/M.RAC/U.DOB/081642.MNU/AS-420590233. CQH.IL08402L5.OPR/MB.PUR/J.REQ/C KENT.NAM/DOE,BETTY.SEX/F.RAC/U.DOB/091743.SID/IL77777770. CQH.IL08402L5.OPR/MB.PUR/C.REQ/C KENT.NAM/DOE,BEULAH.SEX/F.RAC/U.DOB/101844.FBI/J8992437. CQH.IL08402L5.OPR/MB.PUR/J.REQ/C KENT.NAM/DOE,THOMAS S.SOC/553340311. CQH.IL08402L5.OPR/MB.PUR/C.REQ/C KENT.NAM/DOE,HARRY ARTHUR.MNU/NS-854498855. CQH.IL08402L5.OPR/MB.PUR/J.REQ/C KENT.NAM/DOE,DONALD M.SID/IL75747370. CQH.IL08402L5.OPR/MB.PUR/C.REQ/C KENT.NAM/DOE,CHARLES.FBI/K5549735.
LFR.FCQR. LFR.CHTRIB.	CQR	M/MB 020488 0800.CQR.IL08402L5.OPR/MB.PUR/C.REQ/CLARK KENT.SID/IL77777770.* DPT/SPRINGFIELD PD.ATN/DET J JONES.BLD/MUNICIPAL BLDG. ADR/501 MAIN ST.CIS/SPRINGFIELD,IL.ZIP/62706.
LFR.FCQA. LFR.CHRIC.	CQA	M/MB 020488 0800.CQA.OPR/MB.REQ/CLARK KENT.ORI/IL08402L5.**
LFR.FCQIL. LFR.CHRID.	CQIL	M/MB 020488 0800.CQIL.IL08402L5.CDC.OPR/MB.PUR/E.REQ/CLARK KENT. MSG NR LKR-12345 020487  PD CARBONDALE IL  REQUEST CHRI ROBERT B DOE M/W. DOB/061440.SOC/253330311.TATTOO RIGHT SHOULDER MOTHER.  SO CLINTON CO IL 1410 MB
LFR.FCIQ. LFR.FCHRIF.	CIQ	M/BJ 020488 0800.CIQ.IL08496P1.MO,IN.PUR/C.REQ/BOB JONES. NAM/SMITH,JOHN.SEX/M.RAC/W.DOB/111560.
LFR.FCHRIG.	CFQ	M/BJ 020488 0800.CFQ.IL08496P1.IN.PUR/C.REQ/BOB JONES. SID/IN99999990.DPT/STATE POLICE.BLD/ARMORY BLDG. ADR/101 E MONROE.CIS/SPFLD,IL.ZIP/62706.
LFR.FCHRIH.	CAQ	MB/BJ 020488 0800.CAQ.IL01400000.IN.PUR/C.REQ/BOB JONES. MSG NR LKR-0951  INDIANA BUREAU OF IDENTIFICATION  REQUEST CHRI RICHARD C GREEN M/W. DOB/060640.SOC/335201769.TATTOO RIGHT SHOULDER ANCHOR.  SO CLINTON CO IL 1000CDT BJ

NOTE: In free-form messages, a line may be broken at the end of any field, but fields must be entered in the order shown.

\* FBI Number may be used instead of SID.  
\*\* CDC may be used instead of ORI.



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## INQUIRIES TABLE

### MEANING TO COMPUTER

Searches LEADS CCH File. A positive response will produce a CCH summary record on the individual.

Searches LEADS & NCIC Wanted/Missing Persons Files.

Searches NCIC CCH. A positive response will produce personal descriptor information on the individual and the location of the record.

Searches NCIC and/or other states directly for CHRI on an individual based on FBI or SID Number.

Searches CCH Authorization List to determine whether or not an ORI or CDC is authorized to receive CHRI (Illinois agencies only).

Inquiry from one Illinois agency to another Illinois agency for CHRI on an individual.

### OR

Inquiry from an Illinois agency to Bureau of Identification in Joliet to obtain full rap sheet or complete history on an individual.

Using an individual's personal identifiers, searches another state directly for a Criminal History Identification Response.

Using an individual's State Identification Number (SID), searches another state directly for a Criminal History Summary Response.

Request to another state's repository or agency for any additional criminal history information which may not have been included in a Criminal History Summary Response.



## IV. HOW TO RESPOND TO CHRI INQUIRIES

### A. HOW TO RECOGNIZE LEGITIMATE REQUESTS FOR CHRI

#### 1. Standard Format

A legitimate request for CHRI from an out-of-state agency will resemble an NLETS Administrative Message (see Chapter 18, NLETS) except for the following two important differences:

- a. The first three characters in the message will always be "CYP", not your CDC.
- b. The third line (which is blank in an NLETS Administrative Message) will always contain the message "CHRI INQ FROM" followed by the ORI which sent the message.

#### 2. Example Message from Out-of-State Agency

A message in this format guarantees that the requester is a valid criminal justice agency. The message is built by the LEADS computer and cannot be manually "faked".

CYP 12.23.23 02/04/88 MOSPD0000  
IL0840200  
CHRI INQ FROM IA0849600

PUR/C.REQ/JAMES JONES.  
MSG NR TTY-1236 020488  
PD SPRINGFIELD IL

REQUEST CHRI RICHARD C GREEN, M/W,  
DOB/060640 SOC/335201769 MISSING  
RIGHT FOREARM

PD ST LOUIS MO  
1225CDT MB

3. Example Message from Illinois Agency - For an example of a CQIL message received by an Illinois agency, see page CHRI-37.



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## IV. HOW TO RESPOND TO CHRI INQUIRIES (Continued)

### B. RESPONSE TO CHRI REQUEST FROM AGENCY WITHIN ILLINOIS

1. Message Key - CRIL is the free-form message key used to respond to a request for CHRI from another Illinois agency. You may also use the format as shown below.
2. Data Fields - The following data fields, which make up the Message Header, must be included in your response to another Illinois agency:
  - a. Destination CDC
  - b. Operator's Initials (OPR)
  - c. Purpose (PUR) Code (C, E, R, or J)
  - d. Requester's (REQ) Name or Code

The remainder of a CRIL message is made up of a Preamble, an Address, a Text, a Signature, and Service.

3. Example - This example represents a negative response from Carbondale PD to the Clinton County SO. Remember that if the M/ Field is used in a message sent to you, then you must include it in your reply.

#### a. Free-Form

MESSAGE HEADER	M/MB 020488 1500.CRIL.LKR.OPR/MB.PUR/C.REQ/BOB CLARK.
PREAMBLE	MSG NR KVB-69 020488
ADDRESS	SO CLINTON CO IL
TEXT	REF MSG NR LKR-1235. JOHN F DOE M/W. DOB/060640. NO CHRI OUR DEPARTMENT.
SIGNATURE	PD CARBONDALE IL
SERVICE	1515 MB

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## IV.B.3. Example (Continued)

b. Format -- To obtain the format, inquire LFR.FCRIL. (or LFR.CHRIE.).

M/ MB 020488 1500 .  
CRIL. DEST CDC/ LKR OPR/ MB PUR/ C  
REQ/ BOB CLARK  
MSG NR/ -69 .ORA/ PD CARBONDALE IL  
REF MSG NR LKR-1235  
JOHN F DOE M/W  
DOB/060640  
NO CHRI OUR DEPARTMENT

THIS FORMAT IS USED FOR CHRI RESPONSES FROM ONE ILLINOIS AGENCY TO ANOTHER.

## C. RESPONSE TO CHRI REQUEST FROM OUT-OF-STATE AGENCY

In order to respond to another state's "CAQ" inquiry, you may call up a "CAR" format by keying LFR.CHRIL. or LFR.FCAR. or you can "free form" the following.

### 1. Free-Form Sample Response

(1) (2) (3) (4) (5) (6)  
M/BB 020288 1400.CAR.IL0220000.MIO123456.PUR/C.REQ/DET JOHN SMITH.

(7)  
(The remaining part of the message is free form text.)

### Explanation:

1. M/ Field containing operator's initials and date and time of original request.
2. Message Key (CAR)
3. Sending ORI: Your agency's ORI (IL0220000)

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## IV.C.1. Free-Form Sample Responses - Explanation (Continued)

4. Destination ORI: The agency's ORI that sent the "CAQ" inquiry (MI0123456)
  5. Purpose Code: (PUR/C) or (PUR/E) or (PUR/J)
  6. Requester: The contents of the agency's requester field that sent the "CAQ" inquiry (DET JOHN SMITH) minimum of 1 position, maximum of 30 positions.
  7. The remaining part of the message is free form text for you to include any information you have on the subject that was identified in the "CAQ" inquiry.
2. Format Sample Response -- To obtain the format, inquire LFR.FCAR. ( or LFR.CHRII.).

M/ BB 020288 1400 .  
CAR. SEND ORI/ IL0220000 DEST ORI/ MI0123456  
PUR/ C REQ/ DET JOHN SMITH  
ORA/ SO DUPAGE CO  
(FREE-FORM TEXT)

THIS RESPONSE FORMAT IS USED TO RESPOND TO AN OUT-OF-STATE AGENCY'S REQUEST FOR CHRI INFORMATION. FOLLOWING THE ORA FIELD, KEY THE RESPONSE FREE FORM.

Explanation: (Same example as shown.)



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## V. FIELD DESCRIPTIONS AND CODES

### A. FIELD DETAILS

The data fields described in this section of the Criminal History Record Information Chapter are the identifiers that would be used in inquiry messages only. The data fields that are found in response messages are explained line by line in Section III of this chapter.

### B. SUMMARY/INDEX

The opposite side of this card is a summary and index of data fields used in CHRI inquiry messages. You may prefer to use this page rather than the following detailed pages.

### C. CODES

If codes are used in a certain field in inquiry messages, they will be listed following the corresponding Field Description. Refer to the columns on the opposite side of this page for codes and their page numbers.

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CHRI INQUIRY FILE DATA FIELD SUMMARY / INDEX

FIELD NAME	FIELD CODE	CHRI PAGE # FOR DETAILS	CHRI PAGE # FOR CODES	NO. OF POSITIONS	CHARACTER TYPES (1)	USED FOR INQUIRY							
M/ Field	M/	63		to 15	L,N,C,P	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Message Key	MKE	64	64	3-4	C	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Originating Agency Identifier	ORI	66		9	L,N	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Operator's Initials	OPR	67		2	L,N	(2)	(3)	(4)	(5)				
Purpose Code	PUR	68	68	1	C	(2)	(3)	(5)	(6)	(7)	(8)		
Requester's Name or Code	REQ	69		to 20	L,N,P	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Call Directing Code	CDC	70		3	C	(4)	(5)						
Message Number	MSG NR	71		to 8	L,N,P	(5)	(8)						
State Destination Codes	DES	72	72	Varies*	C	(6)	(7)	(8)					
Name of Individual	NAM	73		3-30	L,P	(2)	(6)						
Sex of Individual	SEX	75		1	C	(2)	(6)						
Race of Individual	RAC	76	76	1	C	(2)	(6)						
Date of Birth	DOB	77		6	N	(2)	(6)						
Social Security Number	SOC	78		9 or 10	N,L	(2)	(6)						
Miscellaneous Number	MNU	79	80	4 to 15	L,N,C,P	(2)	(6)						
State Identification Number	SID	81		10	L,N	(2)	(3)	(7)					
FBI Number	FBI	82		1-9	L,N	(2)	(3)						
Department or Agency Name	DPT	84		3-30	L,N,P	(3)	(7)						
Attention (Name of Person to Receive Record)													
Building Name	ATN	85		3-30	L,N,P	(3)	(7)						
Street Address	BLD	86		3-30	L,N,P	(3)	(7)						
City and State	ADR	87		3-30	L,N,P	(3)	(7)						
Zip	CIS	88		3-30	L,P	(3)	(7)						
	ZIP	89		5 or 9	N	(3)	(7)						

- (1) L = Letters A through Z.  
N = Numerals 0 through 9.  
C = Specific codes only.  
P = Certain punctuation marks and special characters.

- (2) CQH Inquiry (6) CIQ Inquiry  
(3) CQR Inquiry (7) CFQ Inquiry  
(4) CQA Inquiry (8) CAQ Inquiry  
(5) CQIL Inquiry

\*See FIELD DESCRIPTION & CODES page CHRI-72.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: M/ Field
- B. FIELD CODE: M/
- C. FIELD LENGTH: 15 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha, numeric, and special characters.
- E. USED IN ON-LINE INQUIRY? Yes in CQH, CQR, CQA, CQIL, CIQ, CFQ, and CAQ inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A (Optional for inquiry. See K.)
- J. PURPOSE AND USAGE: To provide documentation of operator and inquiry date and time in a CHRI inquiry message.
- K. ALLOWABLE DATA AND EDITS: Include operator's initials and date and time of inquiry.

Example: M/OI 020288 1403



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Message Key
- B. FIELD CODE:   MKE
- C. FIELD LENGTH:   3 to 4 positions free-form; extra characters not required for formats.
- D. CHARACTER TYPE(S) ALLOWED:   Specific letter codes only.   See K. below.
- E. USED IN ON-LINE INQUIRY?   Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   N/A
- J. PURPOSE AND USAGE:   Each message key serves a specific purpose.   See K. below.
- K. ALLOWABLE DATA AND EDITS:   Only the following inquiry message keys may be used:
1. Inquiries:
    - a. CQH - This is the first message key to be used in obtaining Criminal History Record Information. It is used to directly access computerized CHRI for CCH summary data. Each inquiry message is edited to determine that the requesting agency is authorized to receive CHRI. This message also searches LEADS and NCIC CHF Wanted and Missing Persons Files. To obtain screen format, key LFR.FCQH. or LFR.CHRIA.
    - b. CQR - This message key is used to obtain a complete record from NCIC and/or another state through NLETS. This inquiry is made after a CQH response has been received that reflects an FBI or SID number. To obtain screen format, key LFR.FCQR. or LFR.CHRIB.
    - c. CQA - This message key is used to determine whether or not an Illinois agency is authorized to receive CHRI. To obtain screen format, key LFR.FCQA. or LFR.CHRIC.
    - d. CQIL - This message key is used to request CHRI from another agency within Illinois or to request a transcript from the Bureau of Identification in Joliet. To obtain screen format, key LFR.FCQIL. or LFR.CHRID.
    - e. CIQ - This message key is used to request criminal history identification information from one or more state repositories (not local agencies). To obtain screen format, key LFR.FCIQ. or LFR.CHRIF.

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## MESSAGE KEY (MKE) (Continued)

- f. CFQ - This message key is used to request criminal history summary information from a single state repository by SID Number. To obtain screen format, key LFR.FCFQ. or LFR.CHRIG.
- g. CAQ - This message key is used to request additional CHRI information from one or more state repositories or one or more local agencies or when there is not enough searchable information available to use the "CIQ" or "CFQ" inquiry messages. To obtain screen format, key LFR.FCAQ. or LFR.CHRIH.

## 2. Responses

- a. CAR - This message key is used to respond to an out-of-state agency's request for CHRI. To obtain screen format, key LFR.FCAR. or LFR.CHRII.
- b. CRIL - This message key is used to respond to another Illinois agency's request for CHRI. To obtain screen format, key LFR.FCRIL. or LFR.CHRIE.

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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Originating Agency Identifier
- B. FIELD CODE: ORI
- C. FIELD LENGTH: 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and numeric.
- E. USED IN ON-LINE INQUIRY? Yes in CQH, CQR, CQA, CQIL, CIQ, CFQ, and CAQ inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: The ORI is a unique, nine-character code assigned by the FBI NCIC to a criminal justice agency for identification of the agency or terminal in an NCIC message.
- K. ALLOWABLE DATA AND EDITS: The ORI Field must contain the nine-character NCIC Agency Identifier assigned to the terminal agency or any other Illinois agency ORI that may obtain CHRI. An ORI usually begins with the state's two-letter alpha code. When sending a CIQ or CFQ message to a state's central repository, you must use the two-character state code.

When a terminal agency is making an inquiry for a non-terminal agency, the non-terminal agency's ORI must be used. The CDC (terminal) must be authorized as well as the ORI when a CHRI inquiry is made.

Each time an ORI is used in a CHRI inquiry, the ORI is checked against an Authorization Table. The person(s) responsible for an agency or terminal assigned an ORI must have signed a "Criminal History Record Information Criminal Justice Agreement" (see page CHRI-9) in order to have access to CHRI. The Authorization Table is updated each time a new user signs the Agreement.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Operator's Initials
- B. FIELD CODE: OPR
- C. FIELD LENGTH: Two positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic or numeric.
- E. USED IN ON-LINE INQUIRY? Yes in CQH, CQR, CQA, and CQIL inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Identifies the terminal operator who is requesting criminal history record information.
- K. ALLOWABLE DATA AND EDITS: The terminal operator's initials or numeric code may be used; combinations of the two may not be used.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Purpose Code
- B. FIELD CODE: PUR
- C. FIELD LENGTH: One position.
- D. CHARACTER TYPE(S) ALLOWED: Specific alphabetic codes C, J, E, and R.
- E. USED IN ON-LINE INQUIRY? Yes in CQH, CQR, CQIL, CIQ, CFQ, and CAQ inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? N/A

DELETED? N/A

- H. ON ENTRY, DATA IS: N/A

- J. PURPOSE AND USAGE: A Purpose Code indicates for what reason a criminal history record information inquiry or response is made. Each code represents a specific purpose.

C indicates a Criminal Justice Purpose.

J indicates Criminal Justice Employment.

E indicates Non-Criminal Justice Employment.

R indicates Individual Access, Revue, and Challenge.

- K. ALLOWABLE DATA AND EDITS:

With a CQH inquiry message, the Purpose Code must be C or J.

With a CQR inquiry message, the Purpose Code must be C or J.

With a CQIL inquiry message, the Purpose Code may be C, E, R, or J UNLESS the inquiry is sent to the Bureau of Identification in Joliet in which case the Purpose Code must be C or J.

With a CIQ inquiry message, the Purpose Code may be C, E, or J.

With a CFQ inquiry message, the Purpose Code may be C or J.

With a CAQ inquiry message, the Purpose Code may be C, E, or J.

NOTE: With response messages, the Purpose Code will be the same code used in the original request.

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## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Requester's Name or Code
- B. FIELD CODE: REQ
- C. FIELD LENGTH: Up to 20 positions for CQH, CQR, CQA, and CQIL inquiries; up to 30 positions for CIQ, CFQ, and CAQ inquiries.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, special characters, and spaces.
- E. USED IN ON-LINE INQUIRY? Yes in CQH, CQR, CQA, CQIL, CIQ, CFQ, and CAQ inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Indicates who is requesting criminal history record information.
- K. ALLOWABLE DATA AND EDITS: The requester's name or number code or combination of the two may be used.
- L. NOTES:
1. It is preferable that a requester's name rather than a number be used in the REQ Field when possible.
  2. In response messages, the "Requester's Name or Code" is the person who is responding to a request for criminal history record information.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Call Directing Code
- B. FIELD CODE:   CDC
- C. FIELD LENGTH:   Three positions.
- D. CHARACTER TYPE(S) ALLOWED:   Specific codes only.
- E. USED IN ON-LINE INQUIRY?   Yes with CQA and CQIL inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   N/A
- J. PURPOSE AND USAGE:   Uniquely identifies a LEADS terminal.   IN CQA inquiries, the agency's CDC is checked for CCH authorization.   In CQIL inquiries, the CDC is used to identify the agency to which the message is being sent.
- K. ALLOWABLE DATA AND EDITS:   Legitimate 3-character codes assigned by Bureau of Information Services, Illinois State Police.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Message Number
- B. FIELD CODE: MSG NR
- C. FIELD LENGTH: Up to 8 positions free-form; up to 6 positions with the format.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, and the hyphen.
- E. USED IN ON-LINE INQUIRY? Yes with CQIL and CAQ inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Uniquely identifies an agency's message.
- K. ALLOWABLE DATA AND EDITS: In free-form messages, the message number is made up of the inquiring agency's CDC plus the message number separated by a hyphen. In messages using the format, the CDC is automatically inserted by the computer. Only the message number is keyed into the MSG NR Field.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: State Destination Codes
- B. FIELD CODE: DES
- C. FIELD LENGTH: Varies. In CIQ inquiry messages, up to 5 state codes can be entered; in CFQ inquiry messages, one state code can be entered; in CAQ inquiry messages, up to 5 state codes or 5 ORI numbers can be inserted in field.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic state codes.\*
- E. USED IN ON-LINE INQUIRY? Yes with CIQ, CFQ, and CAQ inquiry messages.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? N/A                      CHANGED? N/A                      DELETED? N/A
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Identifies the state to which the message is being sent.
- K. ALLOWABLE DATA AND EDITS: Must be one of the alphabetic state codes shown below.\*

<u>CODE</u>	<u>STATE</u>	<u>CODE</u>	<u>STATE</u>
AL	Alabama	MT	Montana
AK	Alaska	NB	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

\*In CAQ inquiries, the State ID code can be replaced with an ORI Number.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Name of Individual
- B. FIELD CODE: NAM
- C. FIELD LENGTH: 3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters, one comma (required), hyphens, and spaces.
- E. USED IN ON-LINE INQUIRY? Yes with CQH and CIQ inquiry message keys only.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Serves as the principal non-numeric identifier in Criminal History records. When an inquiry is made using NAM, the computer uses a Soundexed-version of the name to search the files.
- K. ALLOWABLE DATA AND EDITS: In a CQH or CIQ inquiry, the elements of a subject's name are: last name, (required); comma (required); first name or initial (required); single space (required); middle name(s) or initial(s) if any; and single space after each middle name or initial.

### Examples:

BROWN,ROBERT B  
BROWN,C FREDERICK  
BROWN,JAMES FRANKLIN LEE

The computer edits your message for correct sequence and spacing.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## NAME OF INDIVIDUAL (NAM) (Continued)

L. NOTES: 1. Use Complete Name -- If a subject's complete name is available, it should be used. No element should be abbreviated unless the complete name exceeds the 30-character maximum NAM Field length.

2. Names with Apostrophes -- Names with apostrophes (O'Hara, O'Sullivan) should be condensed, eliminating the apostrophe (OHARA, OSULLIVAN).

### 3. Search and Match Criteria

- In CQH and CIQ inquiries, it is important that the NAM Field contain last name, first name and middle initial (or middle name). If an inquiry contains only last name and first initial, or only last name, first and middle initials, there may not be enough criteria to select matching records in a common name group code. The first initial should be used only if the person does not have a given first name. In this case, a positive response would result since the record on file would contain the first initial in lieu of a first name.
- Names in the III will be computer-coded according to a phonetic technique that treats all vowels equally and eliminates double consonants. Other changes are made to letter combinations, e.g., if the first letters of the surname are "PF", they are changed to "FF"; "SCH" is changed to "SSS". Diminutive first names are also provided for so that Bill equals William, Dick equals Richard, Bob equals Robert, etc.
- Surnames are grouped according to the resulting phonetic code beginning with the first character of the coded name. Depending on the length of the name, additional characters may be included. A phonetically-coded surname may contain a maximum of six characters.
- First names are grouped in a similar manner in the first name group codes. If the surname and first name group code is a common code (appears frequently, e.g., John Smith), the middle initial is added to the name code. Therefore, a full phonetically-coded name may contain eleven characters.
- Compound surnames such as SAENZ-PARADA-LOPEZ will be coded SAENZPARADALOPEZ, SAENZ, PARADA, and LOPEZ so that an inquiry by any one of the possible surnames will be matched against the compound name.
- The B of I cannot determine the true legal name of an individual to use as the master name for a CCH record. Therefore, all names associated with a record are considered aliases. When a CCH inquiry by name, sex, and DOB yields a positive response, the name that appears as the master name is actually the first name the computer found in the list of aliases for that record according to the soundex process and may not be the true name of the individual.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Sex of Individual
- B. FIELD CODE: SEX
- C. FIELD LENGTH: One position.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic -- M for male or F for female.
- E. USED IN ON-LINE INQUIRY? Yes with CQH and CIQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Used to indicate the subject's sex.
- K. ALLOWABLE DATA AND EDITS: Must be F for female or M for male.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Race of Individual
- B. FIELD CODE: RAC
- C. FIELD LENGTH: One character.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED IN ON-LINE INQUIRY? Yes with CQH and CIQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: To indicate the subject's race as an aid in positive identification.
- K. ALLOWABLE DATA AND EDITS: Must be one of the five codes listed below:

<u>RAC Code</u>	<u>Race</u>
A	Asian or Pacific Islander
B	Black
I	American Indian or Alaskan Native
U	Unknown
W	White

- L. NOTES: The use of race in an inquiry limits the search made by the computer and reduces the number of record responses.

<u>Race In Inquiry</u>	<u>Race Codes Searched (LEADS)</u>
A	A, B, I, U, W
B	A, B, I, U
I	A, B, I, U, W
U	A, B, I, U, W
W	A, I, U, W

When you are unsure of race, use code "U".

NCIC searches all race codes regardless of race code used in inquiry.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Date of Birth
- B. FIELD CODE: DOB
- C. FIELD LENGTH: Exactly 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED IN ON-LINE INQUIRY? Yes with CQH and CIQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Serves as an important numeric identifier.
- K. ALLOWABLE DATA AND EDITS: Any legitimate date expressed in month, day, and year format. (May 25, 1943 would be represented 052543.)

Edits -- In a CCH inquiry using the identifiers NAM, SEX, RAC, and DOB:

- To get a positive response from the LEADS Criminal History File, the DOB in your inquiry must exactly match the record in the file.
  - To get a positive response from the LEADS and NCIC Wanted and Missing Persons Files, the month, day, and year of the DOB or another numeric must match exactly.
  - To get a positive response from the NCIC Criminal History File, you must use a complete DOB. The search will provide records that match on month, day, and three years plus or minus, on the year.
- In a CCH inquiry using the identifiers NAM, SEX, RAC, and DOB and an additional numeric identifier (SOC, MNU, SID, FBI), DOB is ignored if a response is obtained on the other numeric. However, if the NAM, SEX, RAC, and DOB in your inquiry match those of another record, the response is based on those identifiers, even though the additional numeric does not match.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: Social Security Number
- B. FIELD CODE: SOC
- C. FIELD LENGTH: 9 or 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric unless position 10 is used. (See K. Edits.)
- E. USED IN ON-LINE INQUIRY? Yes with CQH and CIQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Serves as an important numeric identifier.
- K. ALLOWABLE DATA AND EDITS: When using a SOC Number as an identifier in an inquiry message, enter the number without dashes. Social Security Number 334-40-0111 would appear in the SOC Field as "334400111".

Edits -- Must be nine numeric characters not less than 001010001. The use of a 6, 8, or 9 as the first character or 00 in the fourth and fifth positions is prohibited. If position 10 is used, it must be an alpha character.



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## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Miscellaneous Identifying Number
- B. FIELD CODE: MNU
- C. FIELD LENGTH: 4 to 15 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, and the hyphen.
- E. USED IN ON-LINE INQUIRY? Yes with CQH and CIQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Serves as an important numeric identifier.
- K. ALLOWABLE DATA AND EDITS: When using an MNU as an identifier in an inquiry message, the first three positions must be one of the MNU Prefix Codes including a hyphen (-) as listed in the table on the next page. The remainder of the field may contain any valid number as identified by the prefix code.
- L. NOTES: U.S. Military Services now use Social Security numbers for identification of military personnel. For example, the Social Security Number 420-59-0233 and the Army serial number 420590233 would be shown in the SOC field as 420590233 and in the MNU Field as AS-420590233.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## MISCELLANEOUS IDENTIFYING NUMBER (MNU) CODES TABLE

MNU PREFIX CODE	MISCELLANEOUS NUMBER
AF-	Air Force Serial Number*
AS-	Air National Guard Serial Number*
AR-	Alien Registration Number
AS-	Army Serial Number*
MC-	Marine Corps Serial Number
MD-	Mariner's Document or Identification Number
AS-	National Guard Serial Number*
NS-	Navy Serial Number
PP-	Passport Number
PS-	Port Security Card Number
MP-	Royal Canadian Mounted Police Identification or Fingerprint Section (FPS) Number
SS-	Selective Service Number
CG-	U.S. Coast Guard Serial Number
VA-	Veterans Administration Claim Number

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\* Omit any alpha character(s) prefixed to Air Force, Air National Guard, Army, and National Guard serial numbers. For example, Army serial number RA18901645 and National Guard serial number NG21001999 would be entered as AS-18901645 and AS-21001999, respectively.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## FIELD DESCRIPTION & CODES

- A. FIELD NAME: State Identification Number
- B. FIELD CODE: SID
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric and alphabetic code.
- E. USED IN ON-LINE INQUIRY? Yes with CQH, CQR, and CFQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Serves as an important numeric identifier.
- K. ALLOWABLE DATA AND EDITS: May be any legitimate SID number.

An SID used as an identifier in an Illinois criminal history record information inquiry must always have the code "IL" in the first two positions followed by seven numerics and a "0" in the tenth position.

Example: SID/IL77777770.

Other states allow 3 to 10 positions in the SID Field. The first two positions must be a valid state code.

NOTE: A State Identification Number may also be included as part of the "Text" in CQIL and CAQ inquiry messages. In a CQIL inquiry directed to the B of I in Joliet, the SID Number is a preferred identifier.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: FBI Identification Number
- B. FIELD CODE: FBI
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric (including zero) and alphabetic except the letters I and O.
- E. USED IN ON-LINE INQUIRY? Yes with CQH and CQR inquiry message keys only.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
  - ADDED? N/A                      CHANGED? N/A                      DELETED? N/A
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Important numeric identifier assigned by the FBI Identification Division.
- K. ALLOWABLE DATA AND EDITS: When using an FBI Number as an identifier in an inquiry message, enter the complete FBI Identification Number as assigned to the subject by the FBI Identification Division, including any alpha characters which are part of the number.

### Old Format

An FBI Number with one or no alpha characters means the number is an "Old" one.

If the FBI Identification Number contains a letter "A" thru "H", no numerals will follow the letter.

Where the letter "J" or a higher alpha character (letter) is contained in the FBI Identification Number, the alpha will always be followed by one or two numerics. The numeric(s) to the right of the letter "J" (or higher -- for example, K, L, M, N, etc.) are check-digits for determining if the FBI Identification Number is a valid number and/or properly recorded.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## FBI IDENTIFICATION NUMBER (FBI) (Continued)

### New Format

A new FBI Number may have from one to six numerics in the first six positions, followed by two alphabets, followed by one numeric. The first alpha character cannot be B, G, I, O, Q, S, U, Y, and Z. The second alpha character must be A, B, or C. The next position(s) must be numeric.

Example: 1AA1  
23CB2  
456DC7  
7891EA0

The letters "I" and "O" are not assigned for use in FBI Identification Numbers.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Department or Agency Name
- B. FIELD CODE:   DPT
- C. FIELD LENGTH:   3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic, numeric, and special characters.
- E. USED IN ON-LINE INQUIRY?   Yes with CQR and CFQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   N/A (Optional for inquiry messages; however, use is encouraged.)
- J. PURPOSE AND USAGE:   Part of mailing address information in a CQR and CFQ message to indicate location where CHRI response is to be sent.
- K. ALLOWABLE DATA AND EDITS:   Any legitimate department or agency name. If the name exceeds 30 positions, you may abbreviate.

NOTE:   If any one of the mailing address fields is used, they all must be used, with the exception of the BLD Field.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME: Attention (Name of person to receive record)
- B. FIELD CODE: ATN
- C. FIELD LENGTH: 3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, and special characters.
- E. USED IN ON-LINE INQUIRY? Yes with CQR and CFQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | <u>CHANGED?</u> | <u>DELETED?</u> |
|---------------|-----------------|-----------------|
| N/A           | N/A             | N/A             |
- H. ON ENTRY, DATA IS: N/A (Optional for inquiry messages; however, use is encouraged.)
- J. PURPOSE AND USAGE: Part of mailing address information in a CQR and CFQ message to indicate the name of the person who is to receive CHRI.
- K. ALLOWABLE DATA AND EDITS: If the name exceeds 30 positions, you may abbreviate.

NOTE: If any one of the mailing address fields is used, they all must be used, with the exception of the BLD Field.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Building Name
- B. FIELD CODE:   BLD
- C. FIELD LENGTH:   3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic, numeric, and special characters.
- E. USED IN ON-LINE INQUIRY?   Yes with CQR and CFQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   N/A
- J. PURPOSE AND USAGE:   Part of mailing address information in a CQR and CFQ message to indicate the name of the building where CHRI response is to be sent.
- K. ALLOWABLE DATA AND EDITS:   Building Name is an optional field. If it is omitted in a free-form CQR inquiry message, you do not have to insert a period.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Street Address or Post Office Box
- B. FIELD CODE:   ADR
- C. FIELD LENGTH:   3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic, numeric, and special characters.
- E. USED IN ON-LINE INQUIRY?   Yes with CQR and CFQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:
- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS:   N/A (Optional for inquiry messages; however, use is encouraged.)
- J. PURPOSE AND USAGE:   Part of mailing address information in a CQR and CFQ message to indicate the street address or post office box number where CHRI is to be sent.
- K. ALLOWABLE DATA AND EDITS:   Any legitimate street address.   If the address exceeds 30 positions, you may abbreviate.

NOTE:   If any one of the mailing address fields is used, they all must be used, with the exception of the BLD Field.



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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   City and State
- B. FIELD CODE:   CIS
- C. FIELD LENGTH:   3 to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Alphabetic and special characters.
- E. USED IN ON-LINE INQUIRY?   Yes with CQR and CFQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED?   N/A                      CHANGED?   N/A                      DELETED?   N/A
- H. ON ENTRY, DATA IS:   N/A (Optional for inquiry messages; however, use is encouraged.)
- J. PURPOSE AND USAGE:   Part of mailing address in a CQR and CFQ message to indicate the city and state where CHRI is to be sent.
- K. ALLOWABLE DATA AND EDITS:   Any legitimate city and state. A comma is required to separate city from state.

Example:   CIS/BLOOMINGTON,IL.

NOTE:   If any one of the mailing address fields is used, they all must be used, with the exception of the BLD Field.

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CRIMINAL HISTORY RECORD INFORMATION (13)

## F I E L D   D E S C R I P T I O N   &   C O D E S

- A. FIELD NAME:   Zip Code
- B. FIELD CODE:   ZIP
- C. FIELD LENGTH:   5 or 9 positions.
- D. CHARACTER TYPE(S) ALLOWED:   Numeric characters only.
- E. USED IN ON-LINE INQUIRY?   Yes with CQR and CFQ inquiry message keys.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID?   N/A
- G. WHEN MODIFYING, DATA CAN BE:  

ADDED?   N/ACHANGED?   N/ADELETED?   N/A
- H. ON ENTRY, DATA IS:   N/A (Optional for inquiry messages; however, use is encouraged.)
- J. PURPOSE AND USAGE:   Part of mailing address in a CQR and CFQ message to indicate the postal zip code for the city where CHRI is to be sent.
- K. ALLOWABLE DATA AND EDITS:   Must be 5 or 9 numerics.

NOTE:   If any one of the mailing address fields is used, they all must be used, with the exception of the BLD Field.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Q1	10	12	15	18	20	22	25	28	30	32	35
Q2	15	18	20	22	25	28	30	32	35	38	40
Q3	20	22	25	28	30	32	35	38	40	42	45
Q4	25	28	30	32	35	38	40	42	45	48	50
Q5	30	32	35	38	40	42	45	48	50	52	55
Q6	35	38	40	42	45	48	50	52	55	58	60
Q7	40	42	45	48	50	52	55	58	60	62	65
Q8	45	48	50	52	55	58	60	62	65	68	70
Q9	50	52	55	58	60	62	65	68	70	72	75
Q10	55	58	60	62	65	68	70	72	75	78	80
Q11	60	62	65	68	70	72	75	78	80	82	85
Q12	65	68	70	72	75	78	80	82	85	88	90
Q13	70	72	75	78	80	82	85	88	90	92	95
Q14	75	78	80	82	85	88	90	92	95	98	100
Q15	80	82	85	88	90	92	95	98	100	102	105
Q16	85	88	90	92	95	98	100	102	105	108	110
Q17	90	92	95	98	100	102	105	108	110	112	115
Q18	95	98	100	102	105	108	110	112	115	118	120
Q19	100	102	105	108	110	112	115	118	120	122	125
Q20	105	108	110	112	115	118	120	122	125	128	130
Q21	110	112	115	118	120	122	125	128	130	132	135
Q22	115	118	120	122	125	128	130	132	135	138	140
Q23	120	122	125	128	130	132	135	138	140	142	145
Q24	125	128	130	132	135	138	140	142	145	148	150
Q25	130	132	135	138	140	142	145	148	150	152	155
Q26	135	138	140	142	145	148	150	152	155	158	160
Q27	140	142	145	148	150	152	155	158	160	162	165
Q28	145	148	150	152	155	158	160	162	165	168	170
Q29	150	152	155	158	160	162	165	168	170	172	175
Q30	155	158	160	162	165	168	170	172	175	178	180
Q31	160	162	165	168	170	172	175	178	180	182	185
Q32	165	168	170	172	175	178	180	182	185	188	190
Q33	170	172	175	178	180	182	185	188	190	192	195
Q34	175	178	180	182	185	188	190	192	195	198	200
Q35	180	182	185	188	190	192	195	198	200	202	205
Q36	185	188	190	192	195	198	200	202	205	208	210
Q37	190	192	195	198	200	202	205	208	210	212	215
Q38	195	198	200	202	205	208	210	212	215	218	220
Q39	200	202	205	208	210	212	215	218	220	222	225
Q40	205	208	210	212	215	218	220	222	225	228	230
Q41	210	212	215	218	220	222	225	228	230	232	235
Q42	215	218	220	222	225	228	230	232	235	238	240
Q43	220	222	225	228	230	232	235	238	240	242	245
Q44	225	228	230	232	235	238	240	242	245	248	250
Q45	230	232	235	238	240	242	245	248	250	252	255
Q46	235	238	240	242	245	248	250	252	255	258	260
Q47	240	242	245	248	250	252	255	258	260	262	265
Q48	245	248	250	252	255	258	260	262	265	268	270
Q49	250	252	255	258	260	262	265	268	270	272	275
Q50	255	258	260	262	265	268	270	272	275	278	280
Q51	260	262	265	268	270	272	275	278	280	282	285
Q52	265	268	270	272	275	278	280	282	285	288	290
Q53	270	272	275	278	280	282	285	288	290	292	295
Q54	275	278	280	282	285	288	290	292	295	298	300
Q55	280	282	285	288	290	292	295	298	300	302	305
Q56	285	288	290	292	295	298	300	302	305	308	310
Q57	290	292	295	298	300	302	305	308	310	312	315
Q58	295	298	300	302	305	308	310	312	315	318	320
Q59	300	302	305	308	310	312	315	318	320	322	325
Q60	305	308	310	312	315	318	320	322	325	328	330
Q61	310	312	315	318	320	322	325	328	330	332	335
Q62	315	318	320	322	325	328	330	332	335	338	340
Q63	320	322	325	328	330	332	335	338	340	342	345
Q64	325	328	330	332	335	338	340	342	345	348	350
Q65	330	332	335	338	340	342	345	348	350	352	355
Q66	335	338	340	342	345	348	350	352	355	358	360
Q67	340	342	345	348	350	352	355	358	360	362	365
Q68	345	348	350	352	355	358	360	362	365	368	370
Q69	350	352	355	358	360	362	365	368	370	372	375
Q70	355	358	360	362	365	368	370	372	375	378	380
Q71	360	362	365	368	370	372	375	378	380	382	385
Q72	365	368	370	372	375	378	380	382	385	388	390
Q73	370	372	375	378	380	382	385	388	390	392	395
Q74	375	378	380	382	385	388	390	392	395	398	400
Q75	380	382	385	388	390	392	395	398	400	402	405
Q76	385	388	390	392	395	398	400	402	405	408	410
Q77	390	392	395	398	400	402	405	408	410	412	415
Q78	395	398	400	402	405	408	410	412	415	418	420
Q79	400	402	405	408	410	412	415	418	420	422	425
Q80	405	408	410	412	415	418	420	422	425	428	430
Q81	410	412	415	418	420	422	425	428	430	432	435
Q82	415	418	420	422	425	428	430	432	435	438	440
Q83	420	422	425	428	430	432	435	438	440	442	445
Q84	425	428	430	432	435	438	440	442	445	448	450
Q85	430	432	435	438	440	442	445	448	450	452	455
Q86	435	438	440	442	445	448	450	452	455	458	460
Q87	440	442	445	448	450	452	455	458	460	462	465
Q88	445	448	450	452	455	458	460	462	465	468	470
Q89	450	452	455	458	460	462	465	468	470	472	475
Q90	455	458	460	462	465	468	470	472	475	478	480
Q91	460	462	465	468	470	472	475	478	480	482	485
Q92	465	468	470	472	475	478	480	482	485	488	490
Q93	470	472	475	478	480	482	485	488	490	492	495
Q94	475	478	480	482	485	488	490	492	495	498	500
Q95	480	482	485	488	490	492	495	498	500	502	505
Q96	485	488	490	492	495	498	500	502	505	508	510
Q97	490	492	495	498	500	502	505	508	510	512	515
Q98	495	498	500	502	505	508	510	512	515	518	520
Q99	500	502	505	508	510	512	515	518	520	522	525
Q100	505	508	510	512	515	518	520	522	525	528	530

Figure 1: A line graph showing the trend of data over time. The x-axis represents time (from Q1 to Q100) and the y-axis represents the value (from 0 to 530). The data points are connected by a line, showing a steady increase from 10 in Q1 to 530 in Q100. The line is slightly curved, indicating a non-linear growth pattern.

Figure 2: A bar chart showing the distribution of data across different categories. The x-axis represents categories (from Q1 to Q100) and the y-axis represents the value (from 0 to 530). The bars are colored blue and show a steady increase in height from Q1 to Q100, with the highest bar reaching 530 in Q100.

Figure 3: A pie chart showing the distribution of data across different categories. The chart is divided into 100 equal slices, each representing 1% of the total data. The slices are colored blue and are arranged in a circular pattern, with the largest slice (530) at the top.







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Chapter 14

A D D E N D I C E S

T a b l e o f C o n t e n t s

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APPENDIX A

## I. WHAT IS SELECTIVE COUNTY BROADCASTING?

### A. DEFINITION

Each agency has the capability to choose what automatic broadcasts they wish to receive, and what geographical area(s) they wish to receive from. LEADS will automatically broadcast CHF Stolen Vehicle (entered within two days of theft), Felony Vehicle, serious offense Wanted Person, and Missing Person entries to terminals that have elected to receive any or all of those broadcasts. This broadcasting is done by county; a selection by Springfield PD to receive all stolen vehicle entries from Sangamon, Logan, and McLean counties, would result in the automatic receipt of a copy of any vehicle entry (if entered within two days of theft) made by any terminal agency located in those counties.

### B. PURPOSE

The broadcasting function allows agencies to be aware of criminal activity and missing persons in adjacent jurisdictions. The entry copy received can be used in a roll call situation, or broadcast on the radio to keep patrol officers informed. This function can be especially valuable to agencies that are close to an interstate or regularly travelled highway; an officer may have read or heard an automatic broadcast that a silver 85 Pontiac Trans Am LIC/ALLMINE with a black front fender was stolen three hours ago from a jurisdiction 50 miles south. Later, the officer sees the vehicle at a gas station and recalls the broadcast. A recovery and/or apprehension can be made because of the awareness the officer had gained from the automatic broadcast received earlier.

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APPENDIX A

## II. BROADCAST SELECTION PROCEDURES

Before changing or selecting broadcast types and areas, the operator should make an inquiry to determine what broadcasts are currently being received. A default provides agencies that have not made selections or modifications, with broadcasts from agencies located within the same county. Before modifying or cancelling any portion of your broadcast table, determine from your agency head or supervisor what broadcasts are desirable for your agency.

### A. INQUIRY

Inquiries are available to determine what types of records, and what counties are received at a specific terminal, or the terminal from which the inquiry is being made. An operator may also inquire to determine what agencies have selected to receive broadcasts originating in a specific county.

1. An operator wishing to determine what types of broadcasts and where those broadcasts are received from at the terminal they are working at will make the following free-form inquiry:

LZIBC.

This inquiry will result in the following response:

CHF 100689 0933

TERMINAL TPB RESIDES IN SOUTHERN COOK COUNTY AND RECEIVES WANTED PERSON, MISSING PERSON, AND STOLEN VEHICLE BROADCAST MESSAGES FROM THE FOLLOWING COUNTIES:

COUNTY	WANTED	MISSING	VEHICLE
S16 - SOUTHERN COOK	YES	YES	YES
099 - WILL	YES	YES	YES

The response lists what county the terminal is located in, what counties broadcasts are received from, and what types of broadcasts are received.

2. Should an operator wish to determine what types of broadcasts and/or what counties are received at another terminal, the following inquiry would be made.

LZIBC.CDC/TPB.

The message key LZIBC, followed by a CDC as identifier will result in the same response as the singular LZIBC inquiry, but for the terminal specified.



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## II.A. INQUIRY (Continued)

3. An inquiry may also be made to determine what agencies have selected to receive CHF broadcasts from agencies located within a specific county. All counties and Chicago PD have been assigned numbers for inquiry, modification, and cancellation purposes. This inquiry will require the numeric identifier for the county desired. (Refer to page APP-6 for the numeric identifier listing.) The inquiry would be formulated as follows:

LZIBC.COU/027.

The following response to this inquiry lists the agencies within Ford County (county resident agencies), and what types of broadcasts are or are not received. The response goes on to list all agencies outside the county inquired upon (non-county resident agencies) that have selected any or all three types of CHF broadcasts initiated by agencies located in Ford County. Both listings are organized alphabetically by CDC.

CHF 100689 0957

THE FOLLOWING AGENCIES RECEIVE WANTED PERSON, MISSING PERSON, AND STOLEN VEHICLE BROADCAST MESSAGES ON RECORDS BEING ENTERED IN FORD COUNTY

### COUNTY RESIDENT AGENCIES:

CDC	AGENCY NAME	WANTED	MISSING	VEHICLE
AQF	FORD CO SO	YES	YES	YES

### NON COUNTY RESIDENT AGENCIES:

CDC	AGENCY NAME	WANTED	MISSING	VEHICLE
AHZ	HOOPESTON PD	YES	YES	YES
AIR	IROQUOIS CO SO, WATSEKA	YES	YES	YES
AJJ	MCLEAN CO SO, BLOOMINGTON	YES	YES	YES
ANF	DOUGLAS CO SO	NO	NO	YES
ANG	RANTOUL PD	YES	YES	YES
AQL	LIVINGSTON CO SO	YES	YES	YES
DPZ	DSP DST DIST 21, ASHKUM	YES	YES	YES
KBQ	BOURBONNAIS PD	YES	YES	YES
KIK	FBI, SPRINGFIELD	YES	NO	NO
KJS	PONTIAC PD	YES	YES	YES
KQC	DSP LEADS USER SVCS, SPFLD	YES	NO	NO
LNK	CHAMPAIGN CO SO, URBANA	YES	YES	YES
PLB	ISP LEADS/APPL SFTWR, SPFLD	YES	YES	YES
PPP	DSP DST DIST 6, PONTIAC	YES	YES	YES
TPU	DSP DST DIST 10, PESOTUM	YES	YES	YES
TPZ	DSP DST DIST 21, ASHKUM	YES	YES	YES
ZNY	CHAMPAIGN CO SO, URBANA	YES	YES	YES

## II. BROADCAST SELECTION PROCEDURES (Continued)

### B. SELECTION PROCEDURES

Selection of types of broadcasts and counties is actually a modification transaction. The default is already in place, and you may modify to add counties or change types of broadcasts received. To add or change, the message key LMIBC will be used, followed by the prefix COU/ and the numeric county indicators desired. An alpha suffix will be used immediately following the county numeric identifier to indicate a specific file. Those suffixes are:

- V - Vehicle (includes Felony Vehicle)
- W - Wanted Persons
- M - Missing Persons

A maximum of 10 counties may be included with one modification transaction. Below is a sample broadcast modification:

LMIBC.COU/N16,S16M,022V,099W.

The above transaction will result in the receipt of all three type of broadcasts from any agency in Northern Cook County, Missing Persons broadcasts from agencies in Southern Cook County, Stolen and Felony Vehicle broadcasts from agencies in DuPage County, and Wanted Persons broadcasts from agencies in Will County. County numeric identifiers must be separated by a comma. A period immediately after the last numeric indicator will close the transaction. Successful completion of a modification transaction will result in the following acknowledgment:

CHF 120889 1624

BROADCAST MODIFICATION COMPLETE FOR CDC/ABC.

For agencies with multiple terminals, modification to the broadcast selection for all terminals at that agency can be done from one terminal. The operator should make the appropriate inquiries for each terminal, and then modify the selections for each terminal as desired. This can be accomplished by simply adding the CDC to the modification transaction as shown below:

LMIBC.COU/N16,S16M,022V,099W.CDC/ABC.

The above transaction will modify the broadcast selection at terminal ABC from the terminal the operator was working at. The CDC used must belong to the agency doing the modification. The same acknowledgment shown above will be received upon successful completion.



## II. BROADCAST SELECTION PROCEDURES (Continued)

### C. BROADCAST CANCELLATION PROCEDURE

Should an agency wish to eliminate a county or type from the broadcast selection, a cancellation transaction is available; see the examples below:

a. LCIBC.COU/S16.

Eliminates receipt of all types of broadcasts initiated by agencies in Southern Cook County.

b. LCIBC.CDC/XYZ.COU/050V.

The operator is eliminating the receipt of Vehicle broadcasts from agencies in LaSalle County at terminal XYZ.

c. LCIBC.COU/ALLW.

The operator is eliminating the receipt of all Wanted Persons broadcasts, from all counties, for the terminal making the transaction.

An acknowledgment to a cancellation will be received if performed successfully. Below is a sample cancellation acknowledgment:

CHF 120889 1344

BROADCAST CANCELLATION FROM COU/S16 COMPLETED FOR CDC/XYZ.



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## III. COUNTY NUMERIC IDENTIFIERS

The following listing provides the county numeric identifiers required for inquiry, modification, and cancellation of CHF broadcasts selected for receipt.

001 - ADAMS	023 - EDGAR	047 - KENDALL
002 - ALEXANDER	024 - EDWARDS	048 - KNOX
003 - BOND	025 - EFFINGHAM	049 - LAKE
004 - BOONE	026 - FAYETTE	050 - LASALLE
005 - BROWN	027 - FORD	051 - LAWRENCE
006 - BUREAU	028 - FRANKLIN	052 - LEE
007 - CALHOUN	029 - FULTON	053 - LIVINGSTON
008 - CARROLL	030 - GALLATIN	054 - LOGAN
009 - CASS	031 - GREENE	055 - MCDONOUGH
010 - CHAMPAIGN	032 - GRUNDY	056 - MCHENRY
011 - CHRISTIAN	033 - HAMILTON	057 - MCLEAN
012 - CLARK	034 - HANCOCK	058 - MACON
013 - CLAY	035 - HARDIN	059 - MACOUPIN
014 - CLINTON	036 - HENDERSON	060 - MADISON
015 - COLES	037 - HENRY	061 - MARION
N16 - NORTHERN COOK	038 - IROQUOIS	062 - MARSHALL
S16 - SOUTHERN COOK	039 - JACKSON	063 - MASON
C16 - CHICAGO COOK	040 - JASPER	064 - MASSAC
017 - CRAWFORD	041 - JEFFERSON	065 - MENARD
018 - CUMBERLAND	042 - JERSEY	066 - MERCER
019 - DEKALB	043 - JO DAVIESS	067 - MONROE
020 - DEWITT	044 - JOHNSON	068 - MONTGOMERY
021 - DOUGLAS	045 - KANE	069 - MORGAN
022 - DUPAGE	046 - KANKAKEE	070 - MOULTRIE

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APPENDIX A

## III. COUNTY NUMERIC IDENTIFIERS (Continued)

071 - OGLE	082 - ST CLAIR	093 - WABASH
072 - PEORIA	083 - SALINE	094 - WARREN
073 - PERRY	084 - SANGAMON	095 - WASHINGTON
074 - PIATT	085 - SCHUYLER	096 - WAYNE
075 - PIKE	086 - SCOTT	097 - WHITE
076 - POPE	087 - SHELBY	098 - WHITESIDE
077 - PULASKI	088 - STARK	099 - WILL
078 - PUTNAM	089 - STEPHENSON	100 - WILLIAMSON
079 - RANDOLPH	090 - TAZEWELL	101 - WINNEBAGO
080 - RICHLAND	091 - UNION	102 - WOODFORD
081 - ROCK ISLAND	092 - VERMILION	

NAME		ADDRESS		CITY		STATE		ZIP	
1	Mr. J. Edgar Hoover	2	Director	3	FBI	4	Washington, D.C.	5	20535
6	Mr. W. A. Rorer	7	President	8	W. A. Rorer & Co.	9	1000	10	1000
11	Mr. J. Edgar Hoover	12	Director	13	FBI	14	Washington, D.C.	15	20535
16	Mr. J. Edgar Hoover	17	Director	18	FBI	19	Washington, D.C.	20	20535
21	Mr. J. Edgar Hoover	22	Director	23	FBI	24	Washington, D.C.	25	20535
26	Mr. J. Edgar Hoover	27	Director	28	FBI	29	Washington, D.C.	30	20535
31	Mr. J. Edgar Hoover	32	Director	33	FBI	34	Washington, D.C.	35	20535
36	Mr. J. Edgar Hoover	37	Director	38	FBI	39	Washington, D.C.	40	20535
41	Mr. J. Edgar Hoover	42	Director	43	FBI	44	Washington, D.C.	45	20535
46	Mr. J. Edgar Hoover	47	Director	48	FBI	49	Washington, D.C.	50	20535
51	Mr. J. Edgar Hoover	52	Director	53	FBI	54	Washington, D.C.	55	20535
56	Mr. J. Edgar Hoover	57	Director	58	FBI	59	Washington, D.C.	60	20535
61	Mr. J. Edgar Hoover	62	Director	63	FBI	64	Washington, D.C.	65	20535
66	Mr. J. Edgar Hoover	67	Director	68	FBI	69	Washington, D.C.	70	20535
71	Mr. J. Edgar Hoover	72	Director	73	FBI	74	Washington, D.C.	75	20535
76	Mr. J. Edgar Hoover	77	Director	78	FBI	79	Washington, D.C.	80	20535
81	Mr. J. Edgar Hoover	82	Director	83	FBI	84	Washington, D.C.	85	20535
86	Mr. J. Edgar Hoover	87	Director	88	FBI	89	Washington, D.C.	90	20535
91	Mr. J. Edgar Hoover	92	Director	93	FBI	94	Washington, D.C.	95	20535
96	Mr. J. Edgar Hoover	97	Director	98	FBI	99	Washington, D.C.	100	20535



# Illinois LEADS Reference Manual

501 Armory Building • Springfield, IL. 62706

ADDENDIX B

## APPENDIX B

PURGE SCHEDULE		
ILLINOIS LEADS COMPUTERIZED HOT FILES		
<u>KIND OF RECORD</u>	<u>MINIMUM TIME IN FILE</u>	<u>PURGE FREQUENCY</u>
ARTICLES		
Serialized	Year of entry + 1 year or 10 days after being located.	Weekly
Unserialized	60 days from entry or 10 days after being located.	Weekly
BOATS		
Stolen	Year of entry + 4 years or 10 days after being located.	Weekly
No BHN (Boat Hull Number)	90 days from entry or 10 days after being located.	Weekly
GUNS		
Stolen/Missing	Indefinite or 10 days after being located.	Weekly
Recovered	Year of entry + 2 years.	Annually (Jan)
LICENSE PLATES (Illinois)		
Multi-Year	1 year after expir. date or 10 days after being located.	Weekly
Other	Until expired.	Semi-Annually (Jan & July) (1)
ORDERS OF PROTECTION	90 days from expiration date.	Weekly
PERSONS		
Wanted (3)	Indefinite or 5 days after being located. (With EXTR)	Weekly (2)
Temporary (No Warrant)	Day of entry + 2 days.	Weekly (2)
Missing (Emancipated & Unemanc.)(3)	Indefinite or immediately after being located.	Weekly
Incarcerated Person	7 days from entry.	Weekly
Accident Victim	7 days from entry.	Weekly
(Unidentified Person records are entered into the NCIC File only and remain on file year of entry + 9 or until cancelled by the entering agency.)		Weekly
SECURITIES		
Travelers Checks & Money Orders	Year of entry + 2 years or 10 days after being located.	Weekly
All others	Year of entry + 4 years or 10 days after being located.	Weekly
VEHICLES		
Stolen/Missing Vehicles & Parts (3)	Year of entry + 4 years or 10 days after being located.	Weekly
Felony Vehicle	90 days from entry or 10 days after being located.	Weekly
Towed/Impounded	45 days from entry.	Weekly
Vehicle, No VIN	9 days from entry.	Weekly
<div>(1) Purge date will be after Illinois SOS declares that the plate is no longer legal for display.</div> <div>(2) Records that contain "NOEX" in the Miscellaneous Field will remain on file until a second locate, or until they are cancelled by the entering agency. When "EXTR" is used, the record will be purged 5 days after the location date.</div> <div>(3) License plate number is deleted according to the same schedule as for Stolen/Missing License Plates.</div>		

